

# **FILE MAINTENANCE USER MANUAL**

**Department of Education**

**Student Financial Assistance Loan Programs**

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Contract # PM920010-01



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FILE MAINTENANCE

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**SECTION 1. INTRODUCTION****1.1. INTRODUCING FILE MAINTENANCE**

The File Maintenance Subsystem of the Debt Management and Collection System (DMCS) allows users to create or modify relationships between accounts and debts. On-line activities and supporting batch processes keep these data base records accurate and up-to-date.

**1.2. REFERENCES**

- o Contract #PM920010-01
- o Conversion Development Task #3
- o Task Order #10 Module 1 and Task Order #11
- o Conversion Development Task #1
- o Task Order #24
- o Task Order #21 Work Order #107
- o Task Order #26 Module 1
- o GPCC #990224
- o Task Order #21 Work Order #176
- o Task Order #15 Module 1 and Task Order #21 Work Order #175
- o Task Order #65 and GPCC #010210
- o Task Order #60, Task Order #21 Work Order #186, GPCC #010129, and GPCC #010143
- o Task Order #64
- o Task Order #15 Module 2

### 1.3. USING THIS MANUAL

#### 1.3.1. Structure

This document is organized as follows:

Section 1	This section introduces File Maintenance and explains how to use the subsystem, menu, keyboard, and change screens.
Section 2	This section provides specific instructions for using the input and output screen.
Appendix A	Contains an alphabetic list of error and information messages and their resolutions/explanations.
Appendix B	Contains the matrix for changing locations codes.
Appendix C	This section includes a current copy of the Integrated Data Dictionary (IDD) Record Report. The IDD contains field names, descriptions, values, and data base sources.

#### 1.3.2. Keyboard Notes

In addition to the standard keys, the following **[PF]** keys have functions specific to this subsystem.

<b>[PF4]</b>	No current function.
<b>[PF5]</b>	CONFIRM REQUEST: Use this key to confirm the request to establish a comaker on an account.
<b>[PF6]</b>	No current function.
<b>[PF7]</b>	SCROLL UP: Use this key to return to the previous screen. Scrolling functions can be performed only in multiple page screens.
<b>[PF8]</b>	SCROLL DOWN: Use this key to move to the next screen. Scrolling functions can be performed only in multiple page screens.

FILE MAINTENANCE

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<b>[PF9-11]</b>	No current function.
<b>[PF12]</b>	DMCS MAIN MENU: Use this key to return to the main system menu. Note: The menu displayed depends on user authorization.
<b>[PF13-24]</b>	<p>SUBSYSTEM SCREEN TRANSFER KEYS: Use these keys to transfer from screen to screen within a subsystem. For example, from the Account Maintenance screen to the Debt Maintenance screen. NOTE: The function keys and the screens they access are displayed at the bottom of the subsystem menu screen.</p> <p><b>[PF13]</b> = Account Maintenance <b>[PF14]</b> = Debt Maintenance <b>[PF15]</b> = FISL Program Maintenance <b>[PF16]</b> = NDSL Program Maintenance <b>[PF17]</b> = External Organization Maintenance <b>[PF18]</b> = Account Consolidation <b>[PF19]</b> = Comaker Function <b>[PF20]</b> = GSL Program Maintenance <b>[PF21]</b> = Account Add <b>[PF22]</b> = Federal Defaulter Name Mismatch <b>[PF23]</b> = FDSL Program Maintenance <b>[PF24]</b> = Collector Name Add/Update</p>

## INTRODUCTION

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**1.4. ON-LINE STRUCTURE****L100 - File Maintenance Menu**

The File Maintenance Subsystem is accessed by using the following menu. Select the appropriate screen by using the **[PF]** keys, by entering the four-character Transaction ID (TRANID), or by keying any character next to the desired screen.

(L100 )	FILE MAINTENANCE MENU	MM/DD/YY HH:MM
—	ACCOUNT MAINTENANCE	PF13
—	DEBT MAINTENANCE	PF14
—	FISL PROGRAM MAINTENANCE	PF15
—	NDSL PROGRAM MAINTENANCE	PF16
—	EXTERNAL ORGANIZATION MAINTENANCE	PF17
—	ACCOUNT CONSOLIDATION	PF18
—	COMAKER FUNCTION	PF19
—	GSL PROGRAM MAINTENANCE	PF20
—	ACCOUNT ADD SCREEN	PF21
—	FEDERAL DEFAULTER NAME MISMATCH SCREEN	PF22
—	FDSL PROGRAM MAINTENANCE	PF23
—	COLLECTOR NAME ADD/UPDATE	PF24
—	COLLECTOR ALPHA ASSIGNMENT EDIT	
—	POVR PROGRAM MAINTENANCE	
—	ADDRESS DELETION	

To make a menu selection, choose one of the three following options:

1. Press the **[PF]** key associated with the desired screen. For example, press **[PF13]** to access the Account Maintenance screen.
2. Enter a TRANID for the desired screen. For example, key **"F160"** between the parentheses in the upper left corner of the screen to access the Account Consolidation Screen.



## FILE MAINTENANCE

(L100 )	FILE MAINTENANCE MENU	MM/DD/YY HH:MM
-	ACCOUNT MAINTENANCE	PF13
-	DEBT MAINTENANCE	PF14
-	FISL PROGRAM MAINTENANCE	PF15
-	NDSL PROGRAM MAINTENANCE	PF16
-	EXTERNAL ORGANIZATION MAINTENANCE	PF17
-	ACCOUNT CONSOLIDATION	PF18
-	COMAKER FUNCTION	PF19
-	GSL PROGRAM MAINTENANCE	PF20
-	ACCOUNT ADD SCREEN	PF21
-	FEDERAL DEFAULTER NAME MISMATCH SCREEN	PF22
-	FDSL PROGRAM MAINTENANCE	PF23
-	COLLECTOR NAME ADD/UPDATE	PF24
-	COLLECTOR ALPHA ASSIGNMENT EDIT	
-	POVR PROGRAM MAINTENANCE	
-	ADDRESS DELETION	

Press **[ENTER]**.

The valid TRANIDs for the File Maintenance Subsystem screens are:

- F110 - Account Maintenance
- F115 - Account Recall/Return Reason Maintenance
- F120 - Debt Maintenance
- F130 - FISL Program Maintenance
- F140 - NDSL Program Maintenance
- F150 - External Organization Maintenance
- F160 - Account Consolidation
- F170 - Comaker Function
- F180 - GSL Program Maintenance
- F190 - Account Add Screen
- F200 - Collector Name Add/Update
- F210 - Collector Alpha Assignment Edit
- F220 - POVR Program Maintenance
- F230 - Federal Defaulter Name Mismatch Screen
- F240 - FDSL Program Maintenance
- F270 - Address Deletion

## INTRODUCTION

3. Key any character next to the screen desired. For example, key an “X” next to Account Maintenance to access that screen.

(L100 )	FILE MAINTENANCE MENU	MM/DD/YY
		HH:MM
—	ACCOUNT MAINTENANCE	PF13
—	DEBT MAINTENANCE	PF14
—	FISL PROGRAM MAINTENANCE	PF15
—	NDSL PROGRAM MAINTENANCE	PF16
—	EXTERNAL ORGANIZATION MAINTENANCE	PF17
—	ACCOUNT CONSOLIDATION	PF18
—	COMAKER FUNCTION	PF19
—	GSL PROGRAM MAINTENANCE	PF20
—	ACCOUNT ADD SCREEN	PF21
—	FEDERAL DEFAULTER NAME MISMATCH SCREEN	PF22
—	FDSL PROGRAM MAINTENANCE	PF23
—	COLLECTOR NAME ADD/UPDATE	PF24
—	COLLECTOR ALPHA ASSIGNMENT EDIT	
—	POVR PROGRAM MAINTENANCE	
—	ADDRESS DELETION	

Press [ENTER].

FILE MAINTENANCE

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**1.4.1. Accessing Other Screens**

After the user has completed a desired function, the user may continue with the current screen, transfer to another screen, or exit the system.

- o To continue using the currently accessed screen, key another ACCT ID. Press **[ENTER]** to show the screen with updated information.
- o To transfer to another screen within the File Maintenance subsystem, choose one of the following options:
  - 1. Key a TRANID for another File Maintenance Screen.
  - 2. Press the **[PF]** key associated with the desired File Maintenance Screen.
  - 3. Press **[PF3]** to return to the File Maintenance Menu and select the desired screen.
- o To transfer to another screen within a different subsystem, choose one of the following options:
  - 1. Key in the TRANID of the desired screen.
  - 2. Press **[PF12]** or key the TRANID **“L100”** to return to the initial menu. To select the subsystem menu that contains the desired screen, key any letter next to the desired menu and press the **[ENTER]** key.

After the subsystem menu appears, access the desired screen by choosing one of the following options:

- Press the **[PF]** key associated with the screen.
- Key the TRANID of the desired screen and press **[ENTER]**.
- Key any letter next to the desired screen title and press **[ENTER]**.

**1.4.2. Logging Off**

To exit the system, press [**CLEAR**]. When “LOGOFF” appears at the top of the screen, press the [**ENTER**] key.

Note: The user may key the TRANID “**L100**” over “LOGOFF” and press the [**ENTER**] key to return to the main menu.

## FILE MAINTENANCE

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**SECTION 2. FILE MAINTENANCE OPTIONS****2.1. OPTION 1: F110 - ACCOUNT MAINTENANCE [PF13]**

The Account Maintenance screen is used to update selected fields on the account record.

( F110 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	ACCOUNT MAINTENANCE	HH:MM
ACCT ID: S000000000		
ACCT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
ACCT-ED-REGION		
ACCT-LOC-CODE		
ACCT-BIRTH-DATE		
ACCT-REFUND-FLG		
ACCT-IRS-SKIP-TRACE-DATE		
ACCT-SSA-CODE		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

FILE MAINTENANCE OPTIONS

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1. Key the account number (SSN) in the ACCT ID field.

( F110 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	ACCOUNT MAINTENANCE	HH:MM
ACCT ID: S000000000		
ACCT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
ACCT-ED-REGION		
ACCT-LOC-CODE		
ACCT-BIRTH-DATE		
ACCT-REFUND-FLG		
ACCT-IRS-SKIP-TRACE-DATE		
ACCT-SSA-CODE		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FILE MAINTENANCE

2. Press [ENTER].

( F110 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	ACCOUNT MAINTENANCE	HH:MM
ACCT ID: S000000000		
ACCT NAME: PUBLIC	, JOHN	Q
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
ACCT-ED-REGION	06	___
ACCT-LOC-CODE	ED123	___
ACCT-BIRTH-DATE	11/16/1965	___
ACCT-REFUND-FLG	N	-
ACCT-IRS-SKIP-TRACE-DATE	00/00/0000	___/___/___
ACCT-SSA-CODE	N	-
AVAILABLE FOR UPDATE		

3. If the account is on the system and is in the user's region, alterable fields are displayed on the screen with the existing information in the CURRENT VALUE field. The message <AVAILABLE FOR UPDATE> is displayed at the bottom of the screen.

Note: See the location matrix in Appendix B before making changes to location codes.

4. To update fields, move to the field and key the correct information in the CHANGED VALUE column.

FILE MAINTENANCE OPTIONS

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Note: To withdraw an account from a collection agency, enter the code in the ACCT-LOC-CODE field. Codes are listed in the field content section. Press **[ENTER]**. The message **<UPDATE COMPLETED - RECALL FROM AGENCY IS PENDING>** appears. The Location Code does not change until the appropriate batch process is run.

Note: If an account is withdrawn with a reason code “DEA”, “DIS”, “BAN”, “CPR”, or “CER”, the A220 screen must be used to write off the account. If the account is withdrawn with a reason code of “PIF” and the account balance falls outside the limits used by the Month End Account Close Procedure, the A220 screen must be used to write off the account.

Note: To reassign an account from an ED location to a collection agency, the user must be authorized for the reassignment process; otherwise, an error message is displayed. Enter a valid collection agency location. Press **[ENTER]**. The message **<UPDATE COMPLETED>** appears. The Location Code does not change until the appropriate batch process has run.

Note: If an account is to be assigned that was recalled with a reason code of “PIF” and a write-off was created, then the user must enter a reversal transaction via the A250 and wait one business day before entering the reassignment transaction.

5. When data entry is complete, verify the data by reviewing the screen. Press **[ENTER]**.



## FILE MAINTENANCE

Note: Both existing data and new data stay on the screen until the [ENTER] key is pressed again.

The message <UPDATE COMPLETED> appears at the bottom of the screen. The cursor returns to the ACCT ID field.

6. If the account has a co-maker, the warning message <THIS ACCOUNT IS CO-MADE WITH ACCOUNT S999999999> appears at the bottom of the screen as shown below. Review the account data for the co-made account since changes may have applied to both accounts.

( F110 )	FILE MAINTENANCE SUBSYSTEM ACCOUNT MAINTENANCE	MM/DD/YY HH:MM
ACCT ID: S000000000		
ACCT NAME: PUBLIC	,JOHN	Q
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
ACCT-ED-REGION	06	___
ACCT-LOC-CODE	ED123	<u>ED124</u>
ACCT-BIRTH-DATE	11/16/1965	___
ACCT-REFUND-FLG	N	___
ACCT-IRS-SKIP-TRACE-DATE	00/00/0000	___/___/___
ACCT-SSA-CODE	N	___
THIS ACCOUNT IS CO-MADE WITH ACCOUNT S999999999		
UPDATE COMPLETED		

## FILE MAINTENANCE OPTIONS

( F110 )	FILE MAINTENANCE SUBSYSTEM ACCOUNT MAINTENANCE	MM/DD/YY HH:MM
ACCT ID: S<1> ACCT NAME:<2>		
FIELD NAME -----	CURRENT VALUE -----	CHANGED VALUE -----
ACCT-ED-REGION <3>		
ACCT-LOC-CODE <4>		
ACCT-BIRTH-DATE <5>		
ACCT-REFUND-FLG <6>		
ACCT-IRS-SKIP-TRACE-DATE <7>		
ACCT-SSA-CODE <8>		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F110 - ACCOUNT MAINTENANCE

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCT-ID (M)	The 10-character account ID. "S" or "E" followed by nine numeric characters. S = Social Security Number E = Employer Identification Number
2	ACCT-NAME (D)	The name assigned to debtor's account. Display only.
3	ACCT-ED-REGION (O)	Two-character region ID. Valid values are: 04 = Atlanta 05 = Chicago 09 = San Francisco
4	ACCT-LOC-CODE (O)	Location code of the account. Account level location code changes update all primary debts for that account. Five characters. The first two characters must be alphabetic. AG = Collection Agency ED = Department of Education SP = Split: one or more debts in different location codes

## FILE MAINTENANCE

<u>Field Name</u>	<u>Definition</u>
	<p>If the current ACCT-LOC-CODE is prefixed by "ED", the changed ACCT-LOC-CODE must be an ED location or a valid collection agency. If the changed ACCT-LOC-CODE is ED, it is an account transfer; otherwise, it is an account reassignment. Account transfers to Federal defaulter and the Department of Justice are disallowed and result in error messages. Account reassignments require that the user be authorized for the process, the account must have been at the collection agency in the past, and the collection agency is active. If these conditions are not satisfied, an error message is displayed.</p> <p>The final three characters must be numeric, and in the case of a split code will always be "000". See Appendix B for valid values.</p> <p>In order to withdraw an account from a collection agency (valid only when the current location code begins with "AG"), enter one of the following codes:</p> <p>           BAN = Bankruptcy            CAN = Cancellation            CER = Cost Exceeds Recovery            CNS = Claim Not Substantiated            CPL = Complaint            CPR = Compromise            CSG = Closed School Discharges            CSL = NDSL Closed School            DEA = Death            DIS = Disability            FDM = Federal Defaulter Mismatch            FMA = File Maintenance Recall of an Account (from an agency)            INA = Inability To Collect            LIT = Litigation Recommended            PIF = Paid In Full (See notes in Section 2.1)            REQ = OSFA            UNE = Unenforceable            UNL = Unable to locate            WOM = Without Merit         </p>

## FILE MAINTENANCE OPTIONS

```

( F110 )                FILE MAINTENANCE SUBSYSTEM                MM/DD/YY
                        ACCOUNT MAINTENANCE                        HH:MM

ACCT ID: S<1>
ACCT NAME:<2>

FIELD NAME                CURRENT VALUE                CHANGED VALUE
-----
ACCT-ED-REGION  <3>
ACCT-LOC-CODE   <4>
ACCT-BIRTH-DATE <5>
ACCT-REFUND-FLG <6>
ACCT-IRS-SKIP-TRACE-DATE <7>
ACCT-SSA-CODE  <8>

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2

```

	<u>Field Name</u>	<u>Definition</u>
5	ACCT-BIRTH-DATE (O)	The date of birth of the owner of the account. Valid format is MMDDCCYY.
6	ACCT-REFUND-FLG (O)	<p>Indicates whether or not the account is entitled to a refund. Valid values are :</p> <p>Y = Yes</p> <p>N = No</p> <p>G = Guaranty Agency</p> <p>L = Lender</p> <p>S = School</p> <p>If only a "Y" is entered, the refund goes to the debtor. If "G", "S", or "L" is entered, the refund goes to the organization identified with this code.</p>

## FILE MAINTENANCE

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	<u>Field Name</u>	<u>Definition</u>
7	ACCT-IRS-SKIP-TRACE-DATE (O)	The date the account was last sent to IRS for an address update. Valid value is all zeros when updating, or 00/00/0000.  Setting this date to zeros will initiate an IRS skip trace, provided the account passes all other edits.
8	ACCT-SSA-CODE (O)	Indicates account data match with Social Security Administration data. N = Unmatched V = Matched.

## FILE MAINTENANCE OPTIONS

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**2.2. OPTION 2: F115 - ACCOUNT RECALL/RETURN REASON MAINTENANCE**

The Account Recall/Return Reason Maintenance screen is used to update the Recall/Return reason code.

( F115 )	FILE MAINTENANCE SUBSYSTEM	USERID	MM/DD/YY
	ACCOUNT RECALL/RETURN REASON MAINTENANCE		HH:MM:SS

ACCT ID: S \_\_\_\_\_  
ACCT NAME:  
ACCT OWNER:  
PRIOR OWNER:

FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
REASON CODE		_____

PLEASE ENTER THE ACCOUNT NUMBER AND PRESS <ENTER>

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190

## FILE MAINTENANCE

1. Key the account number (SSN) in the ACCT ID Field.

( F115 )	FILE MAINTENANCE SUBSYSTEM	USERID	MM/DD/YY
	ACCOUNT RECALL/RETURN REASON MAINTENANCE		HH:MM:SS

ACCT ID: S999999999  
ACCT NAME:  
ACCT OWNER:  
PRIOR OWNER:

FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
REASON CODE	XXX	---

ENTER THE NEW RETURN REASON CODE AND PRESS <ENTER>

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190

## FILE MAINTENANCE OPTIONS

2. Press [ENTER].

( F115 )	FILE MAINTENANCE SUBSYSTEM	USERID	MM/DD/YY
	ACCOUNT RECALL/RETURN REASON MAINTENANCE		HH:MM:SS

ACCT ID: S999999999  
ACCT NAME:  
ACCT OWNER:  
PRIOR OWNER:

FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
REASON CODE		

ENTER THE NEW RETURN REASON CODE AND PRESS <ENTER>

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190

3. If the account is on the system and is an ED location, and the prior location code is an AG location, the message **<ENTER THE NEW RETURN REASON CODE AND PRESS <ENTER>>** appears on the screen, and the Changed Value field is alterable.

Note: If the account was recalled with a reason code of "PIF" and a write-off was created, then the user must enter a reversal transaction via the A250 and wait one business day before entering the F115 transactions.



## FILE MAINTENANCE

- 
4. To update the field, place a valid Recall/Reason code at the prompt.

( F115 )	FILE MAINTENANCE SUBSYSTEM	USERID	MM/DD/YY
	ACCOUNT RECALL/RETURN REASON MAINTENANCE		HH:MM:SS

ACCT ID: S999999999  
ACCT NAME:  
ACCT OWNER:  
PRIOR OWNER:

FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
REASON CODE	XXX	BAN

PRESS <ENTER> TO CONFIRM RETURN REASON CODE CHANGE

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190

```

( F115 )                FILE MAINTENANCE SUBSYSTEM      USERID      MM/DD/YY
                        ACCOUNT RECALL/RETURN REASON MAINTENANCE      HH:MM:SS

ACCT ID: S999999999
ACCT NAME:
ACCT OWNER:
PRIOR OWNER:

FIELD NAME              CURRENT VALUE              CHANGED VALUE
-----
REASON CODE              XXX                      BAN

RECALL/REASON CODE CHANGE HAS BEEN PROCESSED

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190

```

## FILE MAINTENANCE

( F115 )	FILE MAINTENANCE SUBSYSTEM	USERID	MM/DD/YY
	ACCOUNT RECALL/RETURN REASON MAINTENANCE		HH:MM:SS
ACCT ID: S	<1>		
ACCT NAME:	<2>	<3>	
ACCT OWNER:	<4>		
PRIOR OWNER:	<5>		
FIELD NAME	CURRENT VALUE	CHANGED VALUE	
-----	-----	-----	
REASON CODE	<6>	<7>	
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190			

## FIELD CONTENT - F115 - ACCOUNT RECALL/RETURN REASON MAINTENANCE

(M) Indicates a mandatory fields, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCOUNT ID (M)	Account prefix followed by the nine-digit identification number of the account. Prefix must be: S = Social Security Number E = Employee Identification Number
2	ACCOUNT LAST NAME (D)	Last name of borrower
3	ACCOUNT FIRST NAME (D)	First name of borrower
4	ACCOUNT OWNER (D)	Current location code
5	PRIOR OWNER (D)	Prior location code
6	CURRENT VALUE (D)	Current recall/return reason code

## FILE MAINTENANCE OPTIONS

	<u>Field Name</u>	<u>Definition</u>
7	CHANGED VALUE (M)	New recall/return reason codes are:
		AT1 = Never Paid
		AT2 = Delinquent
		AT3 = Low Balance
		BAN = Chapter 7 Bankruptcy
		BNK = Chapter 13 Bankruptcy
		CAN = Cancellation
		CER = Cost Exceeds Recovery
		CLS = NDSL Closed School

( F115 )	FILE MAINTENANCE SUBSYSTEM	USERID	MM/DD/YY
	ACCOUNT RECALL/RETURN REASON MAINTENANCE		HH:MM:SS
ACCT ID: S	<1>		
ACCT NAME:	<2>	<3>	
ACCT OWNER:	<4>		
PRIOR OWNER:	<5>		
FIELD NAME	CURRENT VALUE	CHANGED VALUE	
-----	-----	-----	
REASON CODE	<6>	<7>	
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190			

## FILE MAINTENANCE

---

<u>Field Name</u>	<u>Definition</u>
CMF	= Obsolete
CM1	= Obsolete
CMK	= Account/Debt Comaker Consolidation
CNS	= Claim not Substantiated
CON	= Consolidation
CPR	= Compromise
CSG	= GSL Closed School Discharge
DEA	= Death
DIS	= Disability
FDM	= Federal Defaulter Mismatch
FMA	= File Maintenance Recall of an Account (from an agency)
INA	= Inability to Collect
LIT	= Litigation
LTL	= Litigation Recommended CCLR Long Form
LTS	= Litigation Recommended CCLR Short Form
PIF	= Paid In Full
UNE	= Unenforceable
UNL	= Unable to locate
WOM	= Without Merit

## FILE MAINTENANCE OPTIONS

---

**2.3. OPTION 3: F120 - DEBT MAINTENANCE [PF14]**

The Debt Maintenance screen is used to update specific fields on the debt record.

( F120 )	FILE MAINTENANCE SUBSYSTEM DEBT MAINTENANCE	MM/DD/YY HH:MM
DEBT ID: _____		
PRIMARY ACCOUNT NAME: _____		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
DEBT-SENDING-OFFICE		
DEBT-LOC-CODE		
DEBT-OLID-SID		
DEBT-CLAIM-REASON		
DEBT-CREDITOR-TYPE		
DEBT-RECEIVE-DATE		
DEBT-DEFAULT-DATE		
DEBT-INT-RATE		
CREDBUR-COMPLNCE CODE		
DEBT-INTEREST-TYPE		
DEBT-IND-SEP-LOAN		
DEBT-COLL-FEE-CAP		
DEBT-INT-DED-MNTHS		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FILE MAINTENANCE

1. Key the debt ID in the DEBT ID field.

( F120 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	DEBT MAINTENANCE	HH:MM
DEBT ID: G123456789012345		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
DEBT-SENDING-OFFICE		
DEBT-LOC-CODE		
DEBT-OLID-SID		
DEBT-CLAIM-REASON		
DEBT-CREDITOR-TYPE		
DEBT-RECEIVE-DATE		
DEBT-DEFAULT-DATE		
DEBT-INT-RATE		
CREDBUR-COMPLNCE CODE		
DEBT-INTEREST-TYPE		
DEBT-IND-SEP-LOAN		
DEBT-COLL-FEE-CAP		
DEBT-INT-DED-MNTHS		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FILE MAINTENANCE OPTIONS

2. Press [ENTER].

( F120 )	FILE MAINTENANCE SUBSYSTEM DEBT MAINTENANCE	MM/DD/YY HH:MM
DEBT ID: G123456789012345		
PRIMARY ACCOUNT NAME: PUBLIC	JOHN	Q
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
DEBT-SENDING-OFFICE	05	___
DEBT-LOC-CODE	123456	___
DEBT-OLID-SID	444444	___
DEBT-CLAIM-REASON	1	___
DEBT-CREDITOR-TYPE	3	___
DEBT-RECEIVE-DATE	06/03/1981	___
DEBT-DEFAULT-DATE	07/13/1987	___
DEBT-INT-RATE	0.080000	___
CREDBUR-COMPLNCE CODE	XB	___
DEBT-INTEREST-TYPE	F	___
DEBT-IND-SEP-LOAN	A	___
DEBT-COLL-FEE-CAP	0.200000	___
DEBT-INT-DED-MNTHS	60	___
AVAILABLE FOR UPDATE		

3. If the debt is on the system and is in the user's region, alterable fields are displayed on the screen with the existing information in the CURRENT VALUE field. The message <AVAILABLE FOR UPDATE> appears.

Note: See the location matrix in Appendix B before making changes to location codes.



## FILE MAINTENANCE

4. To update fields, move to the field and key the correct information in the CHANGED VALUE column.

( F120 )	FILE MAINTENANCE SUBSYSTEM DEBT MAINTENANCE	MM/DD/YY HH:MM
DEBT ID: G123456789012345		
PRIMARY ACCOUNT NAME: PUBLIC	JOHN	Q
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
DEBT-SENDING-OFFICE	05	07
DEBT-LOC-CODE	123456	
DEBT-OLID-SID	444444	777777
DEBT-CLAIM-REASON	1	
DEBT-CREDITOR-TYPE	3	
DEBT-RECEIVE-DATE	06/03/1981	
DEBT-DEFAULT-DATE	07/13/1987	
DEBT-INT-RATE	0.080000	0.07000
CREDBUR-COMPLNCE CODE	XB	
DEBT-INTEREST-TYPE	F	
DEBT-IND-SEP-LOAN	A	
DEBT-COLL-FEE-CAP	0.200000	
DEBT-INT-DED-MNTHS	60	
AVAILABLE FOR UPDATE		

5. When data entry is complete, verify the data by reviewing the screen. Press **[ENTER]**.

## FILE MAINTENANCE OPTIONS

6. The existing data and new data both stay on the screen until the **[ENTER]** key is pressed again.

( F120 )	FILE MAINTENANCE SUBSYSTEM DEBT MAINTENANCE	MM/DD/YY HH:MM
DEBT ID: PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
DEBT-SENDING-OFFICE	07	
DEBT-LOC-CODE	123456	
DEBT-OLID-SID	777777	
DEBT-CLAIM-REASON	1	
DEBT-CREDITOR-TYPE	3	
DEBT-RECEIVE-DATE	06/03/1981	
DEBT-DEFAULT-DATE	07/13/1987	
DEBT-INT-RATE	0.070000	
CREDBUR-COMPLNCE CODE	XB	
DEBT-INTEREST-TYPE	F	
DEBT-IND-SEP-LOAN	A	
DEBT-COLL-FEE-CAP	0.200000	
DEBT-INT-DED-MNTHS	60	
UPDATE COMPLETED		

7. The data is reformatted and appears on the screen. For example, Interest Rate keyed as "99950" is reformatted to 0.099950. The message **<UPDATE COMPLETED>** appears at the bottom of the screen.

## FILE MAINTENANCE

8. If the debt has a co-maker, the warning message <UPDATE COMPLETED ==>WARNING CO-MADE DEBT. CO-MAKER IS S999999999> appears at the bottom of the screen as shown below. Review the data for the co-made account since changes may have applied to both accounts.

( F120 )	FILE MAINTENANCE SUBSYSTEM DEBT MAINTENANCE	MM/DD/YY HH:MM
DEBT ID: PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
DEBT-SENDING-OFFICE	07	
DEBT-LOC-CODE	123456	
DEBT-OLID-SID	777777	
DEBT-CLAIM-REASON	1	
DEBT-CREDITOR-TYPE	3	
DEBT-RECEIVE-DATE	06/03/1981	
DEBT-DEFAULT-DATE	07/13/1987	
DEBT-INT-RATE	0.070000	
CREDBUR-COMPLNCE CODE	XB	
DEBT-INTEREST-TYPE	F	
DEBT-IND-SEP-LOAN	A	
DEBT-COLL-FEE-CAP	0.200000	
DEBT-INT-DED-MNTHS	60	
UPDATE COMPLETED ==> WARNING CO-MADE DEBT. CO-MAKER IS S999999999		

## FILE MAINTENANCE OPTIONS

( F120 )		FILE MAINTENANCE SUBSYSTEM DEBT MAINTENANCE	MM/DD/YY HH:MM
DEBT ID: <1>			
PRIMARY ACCOUNT NAME: <2>			
FIELD NAME		CURRENT VALUE	CHANGED VALUE
DEBT-SENDING-OFFICE	<3>	07	
DEBT-LOC-CODE	<4>	123456	
DEBT-OLID-SID	<5>	777777	
DEBT-CLAIM-REASON	<6>	1	
DEBT-CREDITOR-TYPE	<7>	3	
DEBT-RECEIVE-DATE	<8>	06/03/1981	
DEBT-DEFAULT-DATE	<9>	07/13/1987	
DEBT-INT-RATE	<10>	0.070000	
CREDBUR-COMPLNCE CODE	<11>	XB	
DEBT-INTEREST-TYPE	<12>	F	
DEBT-IND-SEP-LOAN	<13>	A	
DEBT-COLL-FEE-CAP	<14>	0.200000	
DEBT-INT-DED-MNTHS	<15>	60	
UPDATE COMPLETED			

## FIELD CONTENT - F120 - DEBT MAINTENANCE

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	Field Name	Definition
1	DEBT-ID (M)	<p>The 16-Character Debt ID. One letter followed by 15 numbers. The first character must be alphabetic. Valid values are:</p> <p>D = FDSL G = GSL F = FISL N = NDSL P = POVR</p> <p>The following 15 characters are numeric and follow the following scheme:</p> <p>Digits 2 - 5: Fiscal year Digits 6 - 7: Region Code = where the debt was originally input into the system:</p> <p>00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco</p>

## FILE MAINTENANCE

( F120 )		FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
		DEBT MAINTENANCE	HH:MM
DEBT ID: <1>			
PRIMARY ACCOUNT NAME: <2>			
FIELD NAME		CURRENT VALUE	CHANGED VALUE
DEBT-SENDING-OFFICE	<3>	07	
DEBT-LOC-CODE	<4>	123456	
DEBT-OLID-SID	<5>	777777	
DEBT-CLAIM-REASON	<6>	1	
DEBT-CREDITOR-TYPE	<7>	3	
DEBT-RECEIVE-DATE	<8>	06/03/1981	
DEBT-DEFAULT-DATE	<9>	07/13/1987	
DEBT-INT-RATE	<10>	0.070000	
CREDBUR-COMPLNCE CODE	<11>	XB	
DEBT-INTEREST-TYPE	<12>	F	
DEBT-IND-SEP-LOAN	<13>	A	
DEBT-COLL-FEE-CAP	<14>	0.200000	
DEBT-INT-DED-MNTHS	<15>	60	
UPDATE COMPLETED			

	Field Name	Definition
		Digits 8 - 14: Debt Number = Old Claim Number
		Digits 15 - 16: Debt Sequence Number = Old Loan Sequence Number
2	PRIMARY ACCOUNT NAME (D)	The name assigned to the primary debt owner. Display only.
3	DEBT-SENDING-OFFICE (O)	Region code of the sending office of the debt. Two digits. Valid values are: 04 = Atlanta 05 = Chicago 09 = San Francisco
4	DEBT-LOC-CODE (O)	Location code of the debt. Five characters. The first two characters must be alphabetic: AG = Collection Agency ED = Department of Education  The last three characters must be numeric. See Appendix B. The user may not input "AG" codes.

## FILE MAINTENANCE OPTIONS

	<u>Field Name</u>	<u>Definition</u>
5	DEBT-OLID-SID (O)	Original Lender Identification Number or School Identification Number. Original Lender ID = six-digit ID of the original lending institution in cases where the lending institution sells the loan to another lender.  School ID = six-digit ID of the institution approved/eligible in the GSLP/CBLPs.
6	DEBT-CLAIM-REASON (O)	Reason code for the claim, as supplied by the lending institution filing the claim application. One digit. Valid values are: 1 = Default 2 = Bankruptcy 3 = Death 4 = Total Disability 7 = Chapter 13 0 = Closed School
7	DEBT-CREDITOR-TYPE (O)	Type of creditor for the debt. One digit. Valid values are: 1 = Lender 2 = School
8	DEBT-RECEIVE-DATE (O)	The date a debt was received. Valid format is: MM/DD/YYYY
9	DEBT-DEFAULT-DATE (O)	The date a borrower defaults on the loan, generally defined as the day following the next payment due date. Valid format is MM/DD/YYYY
10	DEBT-INT-RATE (O)	The rate of interest applied to the average principal balance of the loan. Eight-character field, defined as two digits before the decimal point, followed by up to six digits. For example, interest rate keyed as "9995" will be reformatted to 9.995.
11	CREDBUR-COMPLNCE-COND-CODE (O)	Code indicating the condition required for compliance with the Fair Credit Reporting Act (FCRA). This field can only be changed when the DEBT-CR-BUR-STATUS is CA, CB, CF, or CN. Valid values are: XB = Account information disputed by the consumer (FCRA). XC = Completed investigation of FCRA dispute; consumer disagrees. XH = Account previously in dispute; now resolved and reported by the credit grantor.

## FILE MAINTENANCE

( F120 )		FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
		DEBT MAINTENANCE	HH:MM
DEBT ID: <1>			
PRIMARY ACCOUNT NAME: <2>			
FIELD NAME		CURRENT VALUE	CHANGED VALUE
DEBT-SENDING-OFFICE	<3>	07	
DEBT-LOC-CODE	<4>	123456	
DEBT-OLID-SID	<5>	777777	
DEBT-CLAIM-REASON	<6>	1	
DEBT-CREDITOR-TYPE	<7>	3	
DEBT-RECEIVE-DATE	<8>	06/03/1981	
DEBT-DEFAULT-DATE	<9>	07/13/1987	
DEBT-INT-RATE	<10>	0.070000	
CREDBUR-COMPLNCE CODE	<11>	XB	
DEBT-INTEREST-TYPE	<12>	F	
DEBT-IND-SEP-LOAN	<13>	A	
DEBT-COLL-FEE-CAP	<14>	0.200000	
DEBT-INT-DED-MNTHS	<15>	60	
UPDATE COMPLETED			

	<u>Field Name</u>	<u>Definition</u>
		XR = Removes the most recently reported Consumer Compliance Code.
12	DEBT-INTEREST-TYPE (O)	Alphanumeric field to indicate the current interest rate type. Valid values are: F = Fixed 8 = 8-10% balloon rate A = Variable rate based on 91-day T-Bill rate. B = Variable rate based on 52-week T-Bill rate.
13	DEBT-IND-SEP-LOAN (O)	One-character field to differentiate among multiple loans of the same type with the same loan date for the same student attending the same school. Valid values are A-Z.
14	DEBT-COLL-FEE-CAP (O)	Eight-character field defined as two digits before the decimal, followed by six digits. This field is the maximum rate of collection fee that can be applied.

FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
15	DEBT-INT-DED-MNTHS (O)	Two-position numeric field to indicate the number of months in repayment used in computing the 60-month period for reporting the 1098 interest deduction to the IRS. Valid values are 00-60.



## FILE MAINTENANCE

**2.4. OPTION 4: F130 - FISL PROGRAM MAINTENANCE [PF15]**

The FISL Program Maintenance screen is used to update the school number, claim reason and default date in the FISL Program Specific Record. All other fields on this screen are display only.

( F130 )		FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
		FISL PROGRAM MAINTENANCE	HH:MM
FISL ID: F12345678901234			
PRIMARY ACCOUNT NAME:			
FIELD NAME	CURRENT VALUE	CHANGED VALUE	
-----	-----	-----	
FISL-SCHOOL-NBR			
FISL-CLAIMING-LENDER*			
FISL-CLAIM-REASON			
FISL-CLM-APPROVAL-DATE*			
FISL-DEFAULT-DATE			
FISL-WITHDRAWAL-DATE*			
FISL-LENDER-APPLY-DATE*			
FISL-ORIG-INT-RATE*			
FISL-ORIG-DEBT-AMT*			
FISL-LENDER-PRIN*			
FISL-SUBS-GUAR-PRIN*			
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2			

-----  
 \* = Display only fields; the asterisk does not appear on the screen.

FILE MAINTENANCE OPTIONS

---

1. Key the FISL ID in the FISL ID field.

( F130 )	FILE MAINTENANCE SUBSYSTEM FISL PROGRAM MAINTENANCE	MM/DD/YY HH:MM
FISL ID: F123456789012345		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
FISL-SCHOOL-NBR		
FISL-CLAIMING-LENDER		
FISL-CLAIM-REASON		
FISL-CLM-APPROVAL-DATE		
FISL-DEFAULT-DATE		
FISL-WITHDRAWL-DATE		
FISL-LENDER-APPLY-DATE		
FISL-ORIG-INT-RATE		
FISL-ORIG-DEBT-AMT		
FISL-LENDER-PRIN		
FISL-SUBS-GUAR-PRIN		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FILE MAINTENANCE

2. Press [ENTER].

( F130 )		FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
		FISL PROGRAM MAINTENANCE	HH:MM
FISL ID: F123456789012345			
PRIMARY ACCOUNT NAME: PUBLIC		JOHN	Q
FIELD NAME	CURRENT VALUE	CHANGED VALUE	
-----	-----	-----	
FISL-SCHOOL-NBR	1234	_____	
FISL-CLAIMING-LENDER	123456	_____	
FISL-CLAIM-REASON	3	_____	
FISL-CLM-APPROVAL-DATE	11/11/1984	_____	
FISL-DEFAULT-DATE	03/15/1984	_____	
FISL-WITHDRAWAL-DATE	05/07/1980	_____	
FISL-LENDER-APPLY-DATE	12/22/1983	_____	
FISL-ORIG-INT-RATE	0.080000	_____	
FISL-ORIG-DEBT-AMT	2,000.00	_____	
FISL-LENDER-PRIN	2,000.00	_____	
FISL-SUBS-GUAR-PRIN	2,000.00	_____	
AVAILABLE FOR UPDATE			

3. If the debt is on the system and is in the user's region, the current information on the claim appears under the CURRENT VALUE field. To update any of the fields, move to the field and key the correct information under the CHANGED VALUE field. The only fields that can be updated are FISL-SCHOOL-NBR, FISL-CLAIM-REASON, and FISL-DEFAULT-DATE; all other fields are display only.
4. When data entry is complete, verify the data by reviewing the screen. Press [ENTER].

Note: Both existing data and new data stay on the screen until the [ENTER] key is pressed again.

The data is reformatted and the message <UPDATE COMPLETED> appears at the bottom the screen. The cursor returns to the FISL ID field.

## FILE MAINTENANCE OPTIONS

( F130 )	FILE MAINTENANCE SUBSYSTEM FISL PROGRAM MAINTENANCE	MM/DD/YY HH:MM
FISL ID: F<1> PRIMARY ACCOUNT NAME: <2>		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
FISL-SCHOOL-NBR	<3>	
FISL-CLAIMING-LENDER	<4>	
FISL-CLAIM-REASON	<5>	
FISL-CLM-APPROVAL-DATE	<6>	
FISL-DEFAULT-DATE	<7>	
FISL-WITHDRAWL-DATE	<8>	
FISL-LENDER-APPLY-DATE	<9>	
FISL-ORIG-INT-RATE	<10>	
FISL-ORIG-DEBT-AMT	<11>	
FISL-LENDER-PRIN	<12>	
FISL-SUBS-GUAR-PRIN	<13>	
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F130 - FISL PROGRAM MAINTENANCE

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	FISL ID (M)	<p>The 16-character debt ID. One letter followed by 15 numbers. The first character is an F and is automatically displayed on the screen. The following 15 characters must be numeric. Valid values are:</p> <p>Digits 2 - 5: Fiscal year</p> <p>Digits 6 - 7: Region Code = where the debt was originally input into the system:</p> <p>00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco</p> <p>Digits 8 - 14: Debt Number = Old Claim Number</p> <p>Digits 15 - 16: Debt Sequence Number = Old Loan Sequence Number</p>

## FILE MAINTENANCE

---

	<u>Field Name</u>	<u>Definition</u>
2	PRIMARY ACCOUNT NAME (D)	The name assigned to the primary debt owner. Display only.
3	FISL-SCHOOL-NBR (O)	School Identification Number assigned by the Office of Student Financial Assistance (OSFA) to all qualified educational institutions participating in the FISL program. Six digits.
4	FISL-CLAIMING-LENDER (D)	Lender Identification Number assigned by OSFA to all lending institutions participating in the FISL program. Display only.
5	FISL-CLAIM-REASON (O)	The reason for the claim as supplied by the lending institution filing the claim application. One digit. Valid values are: 1 = Default 2 = Bankruptcy 3 = Death 4 = Total Disability 7 = Chapter 13
6	FISL-CLM-APPROVAL-DATE (D)	The date that the claim was approved. Must be prior to Default Date and Withdrawal Date. Valid format is MM/DD/YYYY.
7	FISL-DEFAULT-DATE (O)	The date that a borrower defaults to a lending institution, generally defined as the day following the next payment due date. Valid format is MM/DD/YYYY.
8	FISL-WITHDRAWL-DATE (D)	The date that the student withdraws from school. Valid format is MM/DD/YYYY.
9	FISL-LENDER-APPLY-DATE (D)	The date of the application from the lending institution. Must be prior to Default Date and Withdrawal Date. Valid format is MM/DD/YYYY.
10	FISL-ORIG-INT-RATE (D)	The original interest rate that the borrower owes the government on a loan. Display only.
11	FISL-ORIG-DEBT-AMT (D)	The borrower's original loan amount. Display only.
12	FISL-LENDER-PRIN (D)	The principal loan balance that has not been paid to the lending institution by the borrower. Display only.

---

## FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
13	FISL-SUBS-GUAR-PRIN (D)	The subsidized guaranteed principal. The principal amount of the loan for which the government pays interest while the student attends school. Display only.

## FILE MAINTENANCE

**2.5. OPTION 5: F140 - NDSL PROGRAM MAINTENANCE [PF16]**

The NDSL Program Maintenance screen is used to update the fields on the NDSL program specific record. This screen has two pages.

( F140 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	NDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 1 OF 2	
NDSL ID: N _____		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
NDSL-LOAN-TYPE		
NDSL-ASGN-CLOS-FLG		
NDSL-STU-STATUS		
NDSL-ACCELERATED-FLG		
NDSL-LITIGATED-FLG		
NDSL-CNCL-DEFL-MONTHS		
NDSL-ORIG-INT-RATE		
NDSL-INT-REPAID		
NDSL-INT-CANCEL		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

( F140 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	NDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 2 OF 2	
NDSL ID: N _____		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
NDSL-DEPARTURE-DATE		
NDSL-LAST-GRA-PER-DATE		
NDSL-DEFAULT-DATE		
NDSL-STU-STATUS		
NDSL-CR-BUR-DATE		
NDSL-ACCELERATED-DATE		
NDSL-LITIGATED-DATE		
NDSL-CNCL-DEFL-FR-DT		
NDSL-CNCL-DEFL-TO-DT		
NDSL-CNCL-DEFL-END-DATE		
NDSL-CERT-DATE		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

FILE MAINTENANCE OPTIONS

---

1. Key the NDSL ID in the NDSL ID field.

( F140 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	NDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 1 OF 2	
NDSL ID: N123456789012345		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
NDSL-LOAN-TYPE		
NDSL-ASGN-CLOS-FLG		
NDSL-STU-STATUS		
NDSL-ACCELERATED-FLG		
NDSL-LITIGATED-FLG		
NDSL-CNCL-DEFL-MONTHS		
NDSL-ORIG-INT-RATE		
NDSL-INT-REPAID		
NDSL-INT-CANCEL		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

2. Press **[ENTER]**.



## FILE MAINTENANCE

( F140 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	NDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 1 OF 2	
NDSL ID: N123456789012345		
PRIMARY ACCOUNT NAME: PUBLIC	JOHN	Q
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
NDSL-LOAN-TYPE	I	—
NDSL-ASGN-CLOS-FLG	A	—
NDSL-STU-STATUS	RP	—
NDSL-ACCELERATED-FLG	Y	—
NDSL-LITIGATED-FLG	N	—
NDSL-CNCL-DEFL-MONTHS	0	—
NDSL-ORIG-INT-RATE	0.050000	—
NDSL-INT-REPAID	324.51	—
NDSL-INT-CANCEL	.00	—
AVAILABLE FOR UPDATE		

3. If the ID is on the system and is in the user's region, the current information on the claim appears under the CURRENT VALUE field. To update any of the fields, move to the field and key the correct information under the CHANGED VALUE field.

FILE MAINTENANCE OPTIONS

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4. When data entry is complete on page one, verify the data and press **[PF8]** to move to page two. **DO NOT PRESS [ENTER]**. Press **[PF7]** to return to page one.

( F140 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	NDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 2 OF 2	
NDSL ID: N123456789012345		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
NDSL-DEPARTURE-DATE		
NDSL-LAST-GRA-PER-DATE		
NDSL-DEFAULT-DATE		
NDSL-CR-BUR-DATE		
NDSL-ACCELERATED-DATE		
NDSL-LITIGATED-DATE		
NDSL-CNCL-DEFL-FR-DT		
NDSL-CNCL-DEFL-TO-DT		
NDSL-CNCL-DEFL-END-DATE		
NDSL-CERT-DATE		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

5. Enter the data on page two as on page one.

## FILE MAINTENANCE

6. When data entry is complete, verify the data on page two by reviewing the screen. Press **[ENTER]**.

( F140 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	NDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 2 OF 2	
NDSL ID: N123456789012345		
PRIMARY ACCOUNT NAME: PUBLIC	JOHN	Q
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
NDSL-DEPARTURE-DATE	04/01/1984	_____
NDSL-LAST-GRA-PER-DATE	09/12/1985	_____
NDSL-DEFAULT-DATE	06/22/1984	_____
NDSL-CR-BUR-DATE	12/04/1986	_____
NDSL-ACCELERATED-DATE	01/19/1987	_____
NDSL-LITIGATED-DATE	05/31/1983	_____
NDSL-CNCL-DEFL-FR-DT	02/22/1983	_____
NDSL-CNCL-DEFL-TO-DT	11/25/1987	_____
NDSL-CNCL-DEFL-END-DATE	10/01/1988	_____
NDSL-CERT-DATE	07/01/1990	_____
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

Note: The existing data and new data both stay on the screen until the **[ENTER]** key is pressed again.

The data is reformatted and the message **<UPDATE COMPLETED>** appears at the bottom of the screen. The cursor returns to the NDSL ID field on page one.

## FILE MAINTENANCE OPTIONS

( F140 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	NDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 1 OF 2	
NDSL ID: N<1>		
PRIMARY ACCOUNT NAME: <2>		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
NDSL-LOAN-TYPE <3>		
NDSL-ASGN-CLOS-FLG <4>		
NDSL-STU-STATUS <5>		
NDSL-ACCELERATED-FLG <6>		
NDSL-LITIGATED-FLG <7>		
NDSL-CNCL-DEFL-MONTHS <8>		
NDSL-ORIG-INT-RATE <9>		
NDSL-INT-REPAID <10>		
NDSL-INT-CANCEL <11>		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F140 - NDSL PROGRAM MAINTENANCE PAGE 1 OF 2

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	NDSL-ID (M)	<p>NDSL debt ID. The 16-character ID. One letter followed by 15 numbers. The first character is an N which is automatically displayed. The following 15 characters are numeric. Valid values are:</p> <p>Digits 2 - 5: Fiscal year</p> <p>Digits 6 - 7: Region Code = where the debt was originally input into the system.</p> <p>00 = HQ</p> <p>04 = Atlanta</p> <p>05 = Chicago</p> <p>09 = San Francisco</p> <p>Digits 8 - 14: Debt Number = Old Claim Number</p> <p>Digits 15 - 16: Debt Sequence Number = Old Loan Sequence Number</p>
2	PRIMARY ACCOUNT NAME (D)	The name assigned to the primary debt owner. Display only.

## FILE MAINTENANCE

( F140 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	NDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 1 OF 2	
NDSL ID: N<1>		
PRIMARY ACCOUNT NAME: <2>		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
NDSL-LOAN-TYPE <3>		
NDSL-ASGN-CLOS-FLG <4>		
NDSL-STU-STATUS <5>		
NDSL-ACCELERATED-FLG <6>		
NDSL-LITIGATED-FLG <7>		
NDSL-CNCL-DEFL-MONTHS <8>		
NDSL-ORIG-INT-RATE <9>		
NDSL-INT-REPAID <10>		
NDSL-INT-CANCEL <11>		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

	<u>Field Name</u>	<u>Definition</u>
3	NDSL-LOAN-TYPE (O)	Loan type. One character. Valid values are: I = Direct E = Defense P = Perkins
4	NDSL-ASGN-CLOS-FLG (O)	Indicates the status of the debt. One character. Valid values are: A = Assigned Account C = Closed School Account D = Defaulted Closed School Acct P = Problem School W = Withdrawn from Program X = Returned to School Account
5	NDSL-STU-STATUS (O)	The two-letter repayment status of the student loan at the time of school closure and at the time of loading to the data base. Valid values are: GP = Grace Period DM = Deferment RP = Repayment IA = In School

## FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
6	NDSL-ACCELERATED-FLG (O)	Indicates whether or not the payments on the debt have been accelerated. One character: "Y" = Yes "N" = No
7	NDSL-LITIGATED-FLG (O)	Indicates whether or not the debt has been litigated. One character: "Y" = Yes "N" = No
8	NDSL-CNCL-DEFL-MONTHS (O)	The number of months since the loan was cancelled or deferred. MM.
9	NDSL-ORIG-INT-RATE (O)	The original interest rate the borrower owes the government on a loan. Eight-digit field with two digits before the decimal point and up to six digits following. For example, Interest Rate keyed as ".04" is reformatted on the screen as 4%.
10	NDSL-INT-REPAID (O)	The amount of interest repaid by the debtor at the time of claim. Up to 11 digits, nine before the decimal point and two following. For example, Interest Rate keyed as "9995" will be reformatted to 9.995.
11	NDSL-INT-CANCEL (O)	The amount of interest cancelled at the time of the claim. Up to 11 digits, nine before the decimal point and two following. For example, Interest Rate keyed as "9995" will be reformatted to 9.995.

---

## FILE MAINTENANCE

( F140 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	NDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 2 OF 2	
NDSL ID: N _____		
PRIMARY ACCOUNT NAME: _____		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
NDSL-DEPARTURE-DATE	<12>	
NDSL-LAST-GRA-PER-DATE	<13>	
NDSL-DEFAULT-DATE	<14>	
NDSL-CR-BUR-DATE	<15>	
NDSL-ACCELERATED-DATE	<16>	
NDSL-LITIGATED-DATE	<17>	
NDSL-CNCL-DEFL-FR-DT	<18>	
NDSL-CNCL-DEFL-TO-DT	<19>	
NDSL-CNCL-DEFL-END-DATE	<20>	
NDSL-CERT-DATE	<21>	
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F140 - NDSL PROGRAM MAINTENANCE PAGE 2 OF 2

	<u>Field Name</u>	<u>Definition</u>
12	NDSL-DEPARTURE-DATE (O)	The date the student left school. Valid format is MM/DD/YYYY.
13	NDSL-LAST-GRA-PER-DATE (O)	Last Grace Period Date; the end date of the last grace period after which the student must begin repayment. Valid format is MM/DD/YYYY.
14	NDSL-DEFAULT-DATE (O)	The day a borrower defaults to a lending institution, generally defined as the day following the next payment due date. Valid format is MM/DD/YYYY.
15	NDSL-CR-BUR-DATE (O)	NDSL Credit Bureau Date; the last date the debt was sent to a Credit Bureau. Valid format is MM/DD/YYYY.
16	NDSL-ACCELERATED-DATE (O)	NDSL Accelerated Date; the date from which payments on the debt were accelerated. Valid format is MM/DD/YYYY.

## FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
17	NDSL-LITIGATED-DATE (O)	NDSL Litigated Date; if the debt has been litigated. Date must follow Departure Date, Last Grace Period Date, and Default Date, and precede Certification Date. Valid format is MM/DD/YYYY.
18	NDSL-CNCL-DEFL-FR-DT (O)	NDSL Cancel/Deferral From Date; the date from which the debt was either cancelled or deferred. Valid format is MM/DD/YYYY.
19	NDSL-CNCL-DEFL-TO-DT (O)	NDSL Cancel/Deferral To Date; the date to which the debt was either cancelled or deferred. Valid format is MM/DD/YYYY.
20	NDSL-CNCL-DEFL-END-DATE (O)	NDSL Cancel/Deferral End Date; the date ending the period of eligibility for the loan to be cancelled or deferred. Valid format is MM/DD/YYYY.
21	NDSL-CERT-DATE (O)	NDSL Certification Date; the date the Department of Education certified the claim. Valid format is MM/DD/YYYY.



## FILE MAINTENANCE

---

**2.6. OPTION 6: F150 - EXTERNAL ORGANIZATION MAINTENANCE [PF17]**

The External Organization Maintenance screen is used to update and create address information for external organizations (Collection Agencies, Guaranty Agencies, Federal Departments and Agencies, U.S. Attorneys, etc.).

( F150 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	EXTERNAL ORGANIZATION MAINTENANCE	HH:MM
ORG ID:		
ORG NAME:		
ADDRESS :		
CITY :	STATE:	ZIP:
LOCAL PHONE:	( )	-
IN-STATE PHONE:	( )	-
OUT-OF-STATE PHONE:	( )	-
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

FILE MAINTENANCE OPTIONS

---

1. Key the six-character alphanumeric Organization ID in the ORG ID field.

( F150 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	EXTERNAL ORGANIZATION MAINTENANCE	HH:MM
ORG ID: A23456		
ORG NAME:		
ADDRESS :		
CITY :	STATE:	ZIP:
LOCAL PHONE:	( )	-
IN-STATE PHONE:	( )	-
OUT-OF-STATE PHONE:	( )	-
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FILE MAINTENANCE

2. Press [ENTER].

( F150 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	EXTERNAL ORGANIZATION MAINTENANCE	HH:MM
ORG ID: IA000		
ORG NAME: IOWA STATE GUARANTY AGENCY		
ADDRESS : 1111 S OAK ST ROOM 211		
CITY : AMES	STATE: IA	ZIP: 12345-6789
LOCAL PHONE:	(222) 222 - 2222	
IN-STATE PHONE:	(333) 333 - 3333	
OUT-OF-STATE PHONE:	(800) 123 - 4567	
AVAILABLE FOR UPDATE		

3. If the record is on the system and is in the user's region, the current information on the record is displayed with the message **<AVAILABLE FOR UPDATE>** at the bottom of the screen.

If the record is not on the system, the message **<RECORD MAY BE ADDED>** appears at the bottom of the screen.

4. Key the appropriate information in the available fields.
5. When data entry is complete, verify the data by reviewing the screen. Press [ENTER].

The message **<UPDATE COMPLETED>** appears at the bottom of the screen.  
The cursor returns to the ORG ID field.

## FILE MAINTENANCE OPTIONS

( F150 )	FILE MAINTENANCE SUBSYSTEM EXTERNAL ORGANIZATION MAINTENANCE	MM/DD/YY HH:MM
ORG ID: <1>		
ORG NAME: <2>		
ADDRESS : <3>		
CITY : <4> STATE: <5> ZIP: <6>		
LOCAL PHONE: ( <7> ) -		
IN-STATE PHONE: ( <8> ) -		
OUT-OF-STATE PHONE: ( <9> ) -		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F150 - EXTERNAL ORGANIZATION MAINTENANCE

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ORG ID (M)	ID of the external organization. Up to six characters.
2	ORG NAME (M)	Name of the organization; must be completed if it is not displayed. Up to 35 alphanumeric characters.
3	ADDRESS (M)	Address of the external organization; must be completed if it is not displayed. Up to 105 alphanumeric characters spread over three lines.
4	CITY (M)	City of the external organization; must be completed if it is not displayed. Up to 20 alphanumeric characters.
5	STATE (M)	State code of the external organization; must be completed if it is not displayed.
6	ZIP (M/O)	The zip code of the organization. Five digits, with an optional four-digit suffix.

## FILE MAINTENANCE

( F150 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	EXTERNAL ORGANIZATION MAINTENANCE	HH:MM
ORG ID: <1>		
ORG NAME: <2>		
ADDRESS : <3>		
CITY : <4>	STATE: <5>	ZIP: <6>
LOCAL PHONE:	( <7> )	-
IN-STATE PHONE:	( <8> )	-
OUT-OF-STATE PHONE:	( <9> )	-
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

	<u>Field Name</u>	<u>Definition</u>
7	LOCAL PHONE (O)	The local telephone number of the external organization. 10 digits.
8	IN-STATE PHONE (O)	The in-state telephone number of the external organization. 10 digits.
9	OUT-OF-STATE PHONE (O)	The out-of-state telephone number of the external organization. 10 digits.



## FILE MAINTENANCE

**2.7.1. Transfer a Debt**

1. Enter the account ID of the account which currently owns the debt in the CURRENT ACCT NO field.
2. Enter the account ID of the account which will receive the debt in the NEW/RECEIVING ACCT NO field.

( F160 )		FILE MAINTENANCE SUBSYSTEM ACCOUNT CONSOLIDATION				MM/DD/YY HH:MM	
CURRENT ACCT NO:		S000000000		ACTION:			
NEW/RECEIVING ACCT NO:		S000000000					
PRIMARY ACCOUNT NAME:		-----					
MOVE	DEBT ID	STAT	OTHER SIGNS	PYMTS	IRS OFFSET	LETTER REQUEST	RELATION
-	-----	-	-	-	-	-	-
-	-----	-	-	-	-	-	-
-	-----	-	-	-	-	-	-
-	-----	-	-	-	-	-	-
-	-----	-	-	-	-	-	-
-	-----	-	-	-	-	-	-
-	-----	-	-	-	-	-	-
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-	-----	-	-	-	-	-	-
-							

## FILE MAINTENANCE OPTIONS

3. Press **[ENTER]**. The screen displays all the debts linked with the current account.

( F160 )		FILE MAINTENANCE SUBSYSTEM ACCOUNT CONSOLIDATION				MM/DD/YY HH:MM	
CURRENT ACCT NO: S000000000		ACTION:					
NEW/RECEIVING ACCT NO: S000000000		JOHN		Q			
PRIMARY ACCOUNT NAME: PUBLIC							
-----							
MOVE	DEBT ID	STAT	OTHER SIGNS	PYMTS	IRS OFFSET	LETTER REQUEST	RELATION
-	N234567891234567	-	*	-	*	-	C A
-	G089898988998899	-	-	*	*	*	P A
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
ACCOUNT AVAILABLE FOR UPDATE							

4. Key an **"M"** (for move) in the MOVE column next to the debt to be moved. Press **[ENTER]**. The debt is moved if one or more of the following conditions exist:
- o The current account is not under DOJ.
  - o The new account is not in the IRS Offset process.
  - o There is no outstanding payment activity on the debt which is being moved.
  - o The debt is primary.

The prompt **<ACCOUNT UPDATED>** is displayed and a **"C"** (Complete) appears in the STAT column.



### 2.7.2. Terminate a Comaker Relationship

The user may want to terminate a comaker relationship when an error occurred in setting up the comaker relationship.

1. Enter the account ID in the CURRENT ACCT NO field.

```
( F160 )
```

	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	ACCOUNT CONSOLIDATION	HH:MM

CURRENT ACCT NO: S000000000 ACTION:

NEW/RECEIVING ACCT NO: \_\_\_\_\_

PRIMARY ACCOUNT NAME: PUBLIC , JOHN Q

-----

MOVE	DEBT ID	STAT	OTHER SIGNS	PYMTS	IRS OFFSET	LETTER REQUEST	RELATION
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2

2. Press **[ENTER]**. The screen displays all the debts linked with the current account.
3. Key a **“T”** (for terminate) in the MOVE column next to the debt which currently has a comaker relationship (indicated by a **“C”** in the RELATION column). Press **[ENTER]**.

The comaker relationship is terminated unless one or more of the following conditions exist:

- o The current account is under DOJ.
- o The new account is in the IRS Offset process.
- o There is outstanding payment activity on the debt being moved.

The message **<ACCOUNT UPDATED>** is displayed and a “C” (for complete) appears in the STAT column.

1. Key the account ID in the CURRENT ACCT NO field.

2. Key the new account ID in the NEW/RECEIVING ACCT NO field. The new account ID should not already exist on the data base. Otherwise, the message **<NEW ACCOUNT NUMBER ALREADY EXISTS>** is displayed.

```
( F160 )                                FILE MAINTENANCE SUBSYSTEM                MM/DD/YY
                                         ACCOUNT CONSOLIDATION              HH:MM

CURRENT ACCT NO:      S0000000000        ACTION:
NEW/RECEIVING ACCT NO: S0000000000
PRIMARY ACCOUNT NAME:
```

---

MOVE	DEBT ID	STAT	OTHER SIGNS	PYMTS	IRS OFFSET	LETTER REQUEST	RELATION
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -

```
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2
```

- After verifying that the account number should be changed, press **[ENTER]**. The message **<ACCOUNT NUMBER IS CHANGED>** is displayed.

```
( F160 )
```

FILE MAINTENANCE SUBSYSTEM  
ACCOUNT CONSOLIDATION

MM/DD/YY  
HH:MM

CURRENT ACCT NO: S<1>  
NEW/RECEIVING ACCT NO: <3>  
PRIMARY ACCOUNT NAME: <4>

-----

MOVE	DEBT ID	STAT	OTHER SIGNS	PYMTS	IRS OFFSET	LETTER REQUEST	RELATION
<5>	<6>_____	<7>	<8>	<9>	<10>	<11>	<12>_
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -
-	_____	-	-	-	-	-	- -

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2

## FIELD CONTENT - F160 - ACCOUNT CONSOLIDATION

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	CURRENT ACCT NO (M)	ID of the current account. 10 characters. “S” or “E” followed by nine numbers.
2	ACTION (M)	Used to indicate if an SSN alteration is to be processed. “C”; this field is mandatory for an SSN alteration.
3	NEW/ RECEIVING ACCT NO (M)	Account ID of the new account (for an SSN alteration) or the receiving account (for a debt transfer). 10 characters. “S” or “E” followed by nine numbers.
4	PRIMARY ACCOUNT NAME (D)	The name assigned to the primary debt owner. Display only.

## FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
5	MOVE (M)	Used to indicate the action that will occur for the marked debt. One character. Valid values are: “M” = Move the debt “T” = Termination of a comaker relationship for the debt
6	DEBT ID (D)	16-character debt ID. One letter followed by 15 numbers. Display only. The first character is an N which is automatically displayed. The following 15 characters are numeric. Valid values are: Digits 2 - 5: Fiscal year Digits 6 - 7: Region Code = where the debt was originally input into the system 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco Digits 8 - 14: Debt Number = Old Claim Number Digits 15 - 16: Debt Sequence Number = Old Loan Sequence Number
7	STAT (D)	A “C” indicates that the action was correctly completed. Display only.
8	OTHER SIGNS (D)	A “Y” indicates if there is one or more comaker for that particular debt. Display only.
9	PYMTS (D)	A “Y” indicates if the debt is currently involved in payment activity. Display only.
10	IRS OFFSET (D)	A “Y” indicates if the debt is involved in the IRS Offset process. Display only.
11	LETTER REQUEST (D)	A “Y” indicates if the debt has any outstanding letter requests. Display only.
12	RELATION (D)	Indicates if the debt is involved in a comaker relationship: “P” for primary; “C” for comaker. If the debt is active, an “A” appears next to this field. Display only.

---

## FILE MAINTENANCE

**2.8. OPTION 8: F170 - COMAKER FUNCTION [PF19]**

The Comaker Function screen is used to establish a comaker relationship with an existing or new account.

( F170 )	FILE MAINTENANCE SUBSYSTEM COMAKER FUNCTION	MM/DD/YY HH:MM
COMAKER ACCT NO: S_____		
DEBT ID : _____		
-----ACCOUNT INFORMATION-----		
COMAKER NAME :		
ACCT OWNER NAME :		
COMAKER LOC CODE:	ACCT OWNER LOC CODE:	
-----DEBT INFORMATION-----		
CURRENT BALANCE:	LOC CODE:	
COMAKER PAYMENT ACTIVITY:		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

FILE MAINTENANCE OPTIONS

---

1. Key the comaker's account number in the COMAKER ACCT NO field.
2. Key the debt ID in the DEBT ID field.

( F170 )	FILE MAINTENANCE SUBSYSTEM COMAKER FUNCTION	MM/DD/YY HH:MM
COMAKER ACCT NO: S000000000 DEBT ID : G123456789012345		
-----ACCOUNT INFORMATION-----		
COMAKER NAME : ACCT OWNER NAME :		
COMAKER LOC CODE: ACCT OWNER LOC CODE:		
-----DEBT INFORMATION-----		
CURRENT BALANCE: LOC CODE:		
COMAKER PAYMENT ACTIVITY:		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FILE MAINTENANCE

3. Press [ENTER].

```
( F170 )                FILE MAINTENANCE SUBSYSTEM                MM/DD/YY
                           COMAKER FUNCTION                        HH:MM

COMAKER ACCT NO: S000000000
DEBT ID       : G123456789012345
-----ACCOUNT INFORMATION-----
COMAKER NAME   : SMITH                MRS ROBERT
ACCT OWNER NAME : JOHNSON              MARK                Q

COMAKER LOC CODE: ED111  ACCT OWNER LOC CODE: ED111

-----DEBT INFORMATION-----
CURRENT BALANCE:          2,121.01  LOC CODE: ED111
COMAKER PAYMENT ACTIVITY: N

PRESS PF5 TO CONFIRM REQUEST
```

4. The account information and debt information appear on the screen. The message **<PRESS PF5 TO CONFIRM REQUEST>** appears.
5. When data entry is complete, verify the data by reviewing the screen. Press [PF5]. The relationship is established and the message **<COMAKER RELATIONSHIP ESTABLISHED>** appears at the bottom of the screen. The cursor returns to the COMAKER ACCT NO field.

Note: The comaker takes on the location code of the account owner. When a comaker is added to a debt and the debt's location is different from the comaker's account location code, the comaker's account location code is SP000.

## FILE MAINTENANCE OPTIONS

```

( F170 )                FILE MAINTENANCE SUBSYSTEM                MM/DD/YY
                        COMAKER FUNCTION                        HH:MM

COMAKER ACCT NO: S<1>
DEBT ID      : <2>

-----ACCOUNT INFORMATION-----

COMAKER NAME      : <3>
ACCT OWNER NAME  : <4>

COMAKER LOC CODE: <5>      ACCT OWNER LOC CODE: <6>

-----DEBT INFORMATION-----

CURRENT BALANCE: <7>      LOC CODE: <8>

COMAKER PAYMENT ACTIVITY: <9>

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2

```

## FIELD CONTENT - F170 - COMAKER ESTABLISHMENT

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	COMAKER ACCT NO (M)	Account number of the comaker of the debt. 10 characters. "S" or "E" followed by nine numeric characters. S = Social Security Number E = Employer Identification Number
2	DEBT ID (M)	The 16-character debt ID. One letter followed by 15 numbers. The first character must be alphabetic. Valid values are: G = GSL F = FISL N = NDSL D = FDSL P = POVR



## FILE MAINTENANCE

( F170 )	FILE MAINTENANCE SUBSYSTEM COMAKER FUNCTION	MM/DD/YY HH:MM
COMAKER ACCT NO: S<1> DEBT ID : <2>		
-----ACCOUNT INFORMATION-----		
COMAKER NAME : <3> ACCT OWNER NAME : <4>		
COMAKER LOC CODE: <5>      ACCT OWNER LOC CODE: <6>		
-----DEBT INFORMATION-----		
CURRENT BALANCE: <7>      LOC CODE: <8>		
COMAKER PAYMENT ACTIVITY: <9>		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

Field NameDefinition

The following fifteen characters are numbers and follow the following scheme:

Digits 2 - 5: Fiscal year

Digits 6 - 7: Region Code = where the debt was originally input into the system:

04 = Atlanta

05 = Chicago

09 = San Francisco

Digits 8 - 14: Debt Number = Old Claim Number

Digits 15 - 16: Debt Sequence Number = Old Loan Sequence Number

3	COMAKER NAME (D)	The comaker's name. Display only.
4	ACCT OWNER NAME (D)	The name assigned to debtor's account. Display only.
5	COMAKER LOC CODE (D)	The five-character location code of the debt. Display only.
6	ACCT OWNER LOC CODE (D)	The five-character location code of the account owner. Display only.

FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
7	CURRENT BALANCE (D)	The account's current balance. Display only.
8	LOC CODE (D)	The five-character location code of the account. Display only.
9	COMAKER PAYMENT ACTIVITY (D)	Indicates whether or not the comaker has made payments on the account. Display only.

## FILE MAINTENANCE

**2.9. OPTION 9: F180 - GSL PROGRAM MAINTENANCE [PF20]**

The GSL Program Maintenance screen is used to update the fields on the GSL program specific record. This screen has three pages.

FILE MAINTENANCE SUBSYSTEM		MM/DD/YY
GSL PROGRAM MAINTENANCE		HH:MM
PAGE 1 OF 3		
( F180 )		
GSL ID: G _____		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
GSL-ORIG-AGENCY		
GSL-LOAN-AMT-DISBURSED		
GSL-AMT-GUARANTEED		
GSL-LENDER-PRIN		
GSL-CAP-INT		
GSL-INT-120		
GSL-INTEREST-RATE		
GSL-VAR-INT-ADDON-RATE		
GSL-INT-RATE-CAP		
GSL-SCHOOL-NBR		
GSL-OPEID		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

1. Key the GSL ID in the GSL ID field.
2. Press [ENTER].
3. If the ID is on the system and is in the user's region, the current information on the loan appears in the CURRENT VALUE column.
4. To update any of the fields, move to the field and key the correct information in the CHANGED VALUE column.

FILE MAINTENANCE OPTIONS

---

5. When data entry is complete on page one, verify the data and press **[PF8]** to move to page two. **DO NOT PRESS [ENTER]**. Press **[PF7]** to return to page one.
6. Enter the data on page two as on page one.

## FILE MAINTENANCE

( F180 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	GSL PROGRAM MAINTENANCE	HH:MM
	PAGE 2 OF 3	
GSL ID: G123456789012345		
PRIMARY ACCOUNT NAME: PUBLIC	JOHN	Q
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
GSL-CLAIMING-LENDER		
GSL-TYPE-OF-LOAN		
GSL-SUBSIDIZED-IND		
GSL-PLUS-STUDENT-SSN		
GSL-PLUS-STU-LAST-NAME		
GSL-PLUS-STU-FIRST-NAME		
GSL-PLUS-STU-MIDDLE-NAME		
GSL-PLUS-STU-BIRTH-DATE		
GSL-LOAN-GUARANTEE-DATE		
GSL-FIRST-DISB-DATE		
GSL-LAST-DISB-DATE		
GSL-DEFAULT-DATE		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

7. When data entry is complete, verify the data on page two by reviewing the screen. Press **[PF8]** to move to page 3. Do not press **[ENTER]**. Press **[PF7]** to return to page two.

## FILE MAINTENANCE OPTIONS

( F180 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	GSL PROGRAM MAINTENANCE	HH:MM
	PAGE 3 OF 3	
GSL ID: G_____		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
GSL-WITHDRAWL-DATE		
GSL-DATE-ENT-REPAY		
GSL-CLAIM-PAY-DATE		
GSL-CR-BUR-OCC-DATE		
GSL-LITIG-INDICATOR		
GSL-JUDGEMENT-DATE		
GSL-JUDGEMENT-EXP-DATE		
GSL-AMT-COLLECTED-BY-GA		
GSL-LAST-PMT-TO-GA-DATE		
GSL-ORIG-SOL-DATE		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

8. Enter the data on page three as on page two.
9. When data entry is complete, verify the data on page three by reviewing the screen. Press **[ENTER]**.

Note: Both existing data and new data stay on the screen until the **[ENTER]** key is pressed again.

The data is reformatted and the message **<UPDATE COMPLETED>** appears at the bottom of the screen. The cursor returns to the GSL ID field on page one.

## FILE MAINTENANCE

( F180 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	GSL PROGRAM MAINTENANCE	HH:MM
	PAGE 1 OF 3	
GSL ID: G<1>		
PRIMARY ACCOUNT NAME: <2>		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
GSL-ORIG-AGENCY <3>		
GSL-LOAN-AMT-DISBURSED <4>		
GSL-AMT-GUARANTEED <5>		
GSL-LENDER-PRIN <6>		
GSL-CAP-INT <7>		
GSL-INT-120 <8>		
GSL-INTEREST-RATE <9>		
GSL-VAR-INT-ADDON-RATE <10>		
GSL-INT-RATE-CAP <11>		
GSL-SCHOOL-NBR <12>		
GSL-OPEID <13>		
AVAILABLE FOR UPDATE		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F180 - GSL PROGRAM MAINTENANCE - 1 OF 3

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	GSL ID (M)	<p>The GSL 16-character debt ID. One letter followed by 15 numbers. The first character is "G" which is automatically displayed on the screen. The following 15 characters are numbers. Valid values are:</p> <p>Digits 2 - 5: Fiscal year</p> <p>Digits 6 - 7: Region Code = where the debt was originally input in the system</p> <p>00 = HQ</p> <p>04 = Atlanta</p> <p>05 = Chicago</p> <p>09 = San Francisco</p> <p>Digits 8 - 14: Debt number</p> <p>Digits 15 - 16: Debt sequence Number</p>

## FILE MAINTENANCE OPTIONS

---

	<u>Name</u>	<u>Definition</u>
2	PRIMARY ACCOUNT NAME (D)	The name assigned to the primary debt owner. Display only.
3	GSL-ORIG-AGENCY (O)	The identification of the Guaranty Agency which submitted the debt. Five characters; must be a valid GSL agency code.
4	GSL-LOAN-AMT-DISBURSED (O)	Loan amount disbursed to the student by the original lender. 14 characters.
5	GSL-AMT-GUARANTEED	Original loan guaranty amount before any cancellations. 14 characters.
6	GSL-LENDER-PRIN (O)	The principal amount paid to the lender by the Guaranty Agency. 14 characters.
7	GSL-CAP-INT (O)	The capitalized interest paid to the lender by the Guaranty Agency. 14 characters.
8	GSL-INT-120 (O)	The interest paid to the lender by the Guaranty Agency. 14 characters.
9	GSL-INTEREST-RATE (O)	The interest rate on the debt. Nine characters; must be between .01 and .99.
10	GSL-VAR-INT-ADDON-RATE (O)	The fixed portion of the variable interest rate which, when added to the T-Bill rate, deter- mines the variable interest rate for the year. Nine characters; must be between .01 and .10.
11	GSL-INT-RATE-CAP (O)	The highest interest rate that can be charged on a loan. Nine characters; must be between .01 and .99.
12	GSL-SCHOOL-NBR (O)	The school identification number of the educational institution the student attended. Six characters; must be on the data base.
13	GSL-OPEID (O)	OPE school identification number; eight characters.

---



## FILE MAINTENANCE

( F180 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	GSL PROGRAM MAINTENANCE	HH:MM
	PAGE 2 OF 3	
GSL ID: G_____		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
GSL-CLAIMING-LENDER <14>		
GSL-TYPE-OF-LOAN <15>		
GSL-SUBSIDIZED-IND <16>		
GSL-PLUS-STUDENT-SSN <17>		
GSL-PLUS-STU-LAST-NAME <18>		
GSL-PLUS-STU-FIRST-NAME <19>		
GSL-PLUS-STU-MIDDLE-NAME <20>		
GSL-PLUS-STU-BIRTH-DATE <21>		
GSL-LOAN-GUARANTEE-DATE <22>		
GSL-FIRST-DISB-DATE <23>		
GSL-LAST-DISB-DATE <24>		
GSL-DEFAULT-DATE <25>		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F180 - GSL PROGRAM MAINTENANCE - 2 OF 3

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
14	GSL-CLAIMING-LENDER (O)	The lender identification number of the lender that filed the claim on this debt to the Guaranty Agency. Six characters; must be on the data base.

## FILE MAINTENANCE OPTIONS

---

	<u>Name</u>	<u>Definition</u>
15	GSL-TYPE-OF-LOAN (O)	The loan type. Valid values are: PLUS SLS CONS STAF Valid Variable-Rate Loan Program (obtained from TABENT-REC and TABLE-REC from the data base). If the loan type is "PLUS", then all pertinent "PLUS" information must be provided.
16	GSL-SUBSIDIZED-IND (O)	Indication of subsidy on Stafford loans. Valid values are: "S" for Subsidized, "U" for Unsubsidized, or "N" for Non-subsidized.
17	GSL-PLUS-STUDENT-SSN (O)	The social security number of the student receiving a PLUS loan. Nine digits.
18	GSL-PLUS-STU-LAST-NAME (O)	The last name of the student receiving a PLUS loan. 20 characters.
19	GSL-PLUS-STU-FIRST-NAME (O)	The first name of the student receiving a PLUS loan. 20 characters.
20	GSL-PLUS-STU-MIDDLE-NAME (O)	The middle name of the student receiving a PLUS loan. 20 characters.
21	GSL-PLUS-STU-BIRTH-DATE (O)	The birthdate of the student receiving a PLUS loan. Valid format is MM/DD/CCYY.
22	GSL-LOAN-GUARANTEE-DATE (O)	The date the loan was approved by the lender. Valid format is MM/DD/CCYY.
23	GSL-FIRST-DISB-DATE (O)	The date of the first disbursement by the lender. Valid format is MM/DD/CCYY.
24	GSL-LAST-DISB-DATE (O)	The date of the last disbursement by the lender. Valid format is MM/DD/CCYY.
25	GSL-DEFAULT-DATE (O)	Default date. The date the borrower defaulted to a lending institution. It is defined as the day following the next scheduled payment due date. Valid format is MM/DD/CCYY.

---

## FILE MAINTENANCE

( F180 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	GSL PROGRAM MAINTENANCE	HH:MM
	PAGE 3 OF 3	
GSL ID: G_____		
PRIMARY ACCOUNT NAME:		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
GSL-WITHDRAWAL-DATE <26>		
GSL-DATE-ENT-REPAY <27>		
GSL-CLAIM-PAY-DATE <28>		
GSL-CR-BUR-OCC-DATE <29>		
GSL-LITIG-INDICATOR <30>		
GSL-JUDGEMENT-DATE <31>		
GSL-JUDGEMENT-EXP-DATE <32>		
GSL-AMT-COLLECTED-BY-GA <33>		
GSL-LAST-PMT-TO-GA-DATE <34>		
GSL-ORIG-SOL-DATE <35>		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F180 - GSL PROGRAM MAINTENANCE - 3 OF 3

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
26	GSL-WITHDRAWAL-DATE (O)	The withdrawal date of the student from school. Valid format is MM/DD/CCYY.
27	GSL-DATE-ENT-REPAY (O)	Date the loan entered repayment for cohort default rate purposes. Valid format is MM/DD/CCYY.
28	GSL-CLAIM-PAY-DATE (O)	The date the Guaranty Agency paid the claim to the claiming lender. Valid format is MM/DD/CCYY.

## FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
29	GSL-CR-BUR-OCC-DATE (O)	The date the claim was paid to the lender. Unless the date the claim was paid was prior to 10/01/85 and it was not reported to a credit bureau, then this field is set to 10/01/1985. Valid format is MM/DD/CCYY.
30	GSL-LITIG-INDICATOR (O)	Litigation indicator. Y = Yes N = No
31	GSL-JUDGEMENT-DATE (O)	The date the lender or Guaranty Agency received a court ordered judgement against the debtor. Valid format is MM/DD/CCYY.
32	GSL-JUDGEMENT-EXP-DATE (O)	The date the court ordered judgement expires. Valid format is MM/DD/CCYY.
33	GSL-AMT-COLLECTED-BY-GA (O)	The total amount collected on this debt by the Guaranty Agency after the payment of the claim. 14 characters.
34	GA-LAST-PMT-TO-GA-DATE (O)	The date the last payment was made to the Guaranty Agency. Valid format is MM/DD/CCYY.
35	GSL-ORIG-SOL-DATE (O)	The date the account was first assigned for TOP offset certification. Valid format is MM/DD/CCYY.

---

## FILE MAINTENANCE

**2.10. OPTION 10: F190 - ACCOUNT ADD SCREEN [PF21]**

The Account Add Screen is used to add a new account to the system. It is used when a debt or debts must be moved from an existing account to an account number which is not on the system. After entering the new account information, the system transfers the user to the F160 - Account Consolidation Screen to do the debt move.

( F190 )	ACCOUNT ADD SCREEN	MM/DD/YY HH:MM
ACCOUNT NUMBER: S		
ED REGION:		ACCT OWNER:
FIRST NAME:	MIDDLE:	LAST NAME:
PREV FIRST:		PREV LAST:
DATE OF BIRTH: / /		
ADDRESS LINE 1:		
ADDRESS LINE 2:		
CITY:	STATE:	ZIP: -
DAY PHONE: ( ) -		
NIGHT PHONE: ( ) -		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

1. Key in the account number. The account number must not already be on the data base.
2. Key in the ED region which the account is assigned to. The region must agree with the user's region, unless the user is assigned to headquarters. If the user is assigned to headquarters, the ED region can be any of the three options.
3. Key in the account owner. This is the location code of the account. The location code must begin with "ED" and must be a valid location code.
4. Key in available information in the other fields.

## FILE MAINTENANCE OPTIONS

( F190 )	ACCOUNT ADD SCREEN	MM/DD/YY HH:MM
ACCOUNT NUMBER: S000000000		
ED REGION: 00 ACCT OWNER: XX000		
FIRST NAME: DEBORAH PREV FIRST: DEBI	MIDDLE: M	LAST NAME: SMITH PREV LAST: JONES
DATE OF BIRTH: 09 / 25 / 65		
ADDRESS LINE 1: 444 OAK STREET		
ADDRESS LINE 2:		
CITY: SAN FRANCISCO STATE: CA ZIP: 97890-0000		
DAY PHONE: ( 818 ) 919 - 0000		
NIGHT PHONE: ( 818 ) 876 - 0180		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

5. Press **[ENTER]**.
6. If there are any errors, a message is displayed and the cursor is placed in the first field with an error. Key over the erroneous information to correct it.
7. The message **<PRESS PF6 TO CONFIRM ACCOUNT ADD>** is displayed if the information passes all edits. Press **[PF6]** to confirm the account add.
8. The message **<PRESS ENTER TO TRANSFER TO F160>** is displayed. Press **[ENTER]** to transfer to the F160 - Account Consolidation Screen. The information on the account the user just entered does not transfer to the F160 screen.

## FILE MAINTENANCE

( F190 )	ACCOUNT ADD SCREEN	MM/DD/YY HH:MM
ACCOUNT NUMBER: S <1>		
ED REGION: <2> ACCT OWNER: <3>		
FIRST NAME: <4>	MIDDLE: <5>	LAST NAME: <6>
PREV FIRST: <7>	PREV LAST: <8>	
DATE OF BIRTH: <9>		
ADDRESS LINE 1: <10>		
ADDRESS LINE 2: <11>		
CITY: <12>	STATE: <13>	ZIP: <14>
DAY PHONE: <15>		
NIGHT PHONE: <16>		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F190 - ACCOUNT ADD SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCOUNT NUMBER (M)	The 10-character account ID. Valid values are: S = Social Security Number E = Employer Identification Number  The following nine characters must be numbers.
2	ED REGION (M)	The region the account is located in. Valid values are: 04 = Atlanta 05 = Chicago 09 = San Francisco
3	ACCT OWNER (M)	The location code of the account. Five characters; ranges are ED000 - ED200, and ED600 - ED999.
4	FIRST NAME (M)	The first name of the debtor. 20 alphanumeric characters.

## FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
5	MIDDLE (O)	The middle initial of the debtor. One character.
6	LAST NAME (M)	The last name of the debtor. 20 alphanumeric characters.
7	PREV FIRST (O)	The previous name (if any) of the debtor.
8	PREV LAST (O)	The previous last name (if any) of the debtor.
9	DATE OF BIRTH (M)	The date of birth of the debtor. Valid format is MMDDYY.
10	ADDRESS LINE 1 (M)	The debtor's address. 40 alphanumeric characters.
11	ADDRESS LINE 2 (O)	An additional line used to provide address information. 40 alphanumeric characters.
12	CITY (M)	The debtor's city. 20 alphanumeric characters.
13	STATE (M)	The state code. Two characters.
14	ZIP (M)	The debtor's zip code. Five digits, with an optional four-digit suffix.
15	DAY PHONE (O)	The debtor's daytime telephone number. 10 digits.
16	NIGHT PHONE (O)	The debtor's nighttime telephone number. 10 digits.

---



## FILE MAINTENANCE

**2.11. OPTION 11: F230 - FEDERAL DEFAULTER NAME MISMATCH SCREEN  
[PF22]**

The Federal Defaulter Name Mismatch screen is used by those responsible for the Federal Defaulter Subsystem to update the action flag in the FDP Name Mismatch file. This screen is used as part of the FDP Match Return Process.

( F230 )	FEDERAL DEFAULTER NAME MISMATCH SCREEN	05/30/97 08:24:24
ACCT NO: AGENCY:		
ACTION CODE: (M = MISMATCH, B = BYPASS)		
-----ACCOUNT-----	---LAST NOTEPAD---	---FDP STATUS---
ED REGION:	DATE:	STATUS:
ACCOUNT OWNER:	USER ID:	DATE:
ED BALANCE:		
LAST PMT DATE:		
CURRENT NAME:	LAST	FIRST M
USPS/DOD NAME:		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F23		

FILE MAINTENANCE OPTIONS

---

1. Key in the account number (SSN) in the ACCT NO field. Key in "D" for DOD or "P" for POSTAL in the AGENCY field.

( F230 )	FEDERAL DEFAULTER NAME MISMATCH SCREEN	MM/DD/YY HH:MM:SS	
ACCT NO: S123456789 AGENCY: D	ACCOUNT OWNER:	ED REGION:	
ACTION CODE: (M = MISMATCH, B = BYPASS)			
-----ACCOUNT----- ED REGION: ACCOUNT OWNER: ED BALANCE: LAST PMT DATE:	---LAST NOTEPAD--- DATE: USER ID:	---FDP STATUS--- STATUS: DATE:	
CURRENT NAME:	LAST	FIRST	M
USPS/DOD NAME:			
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F230			

## FILE MAINTENANCE

2. Press [ENTER]. The account information appears.

( F230 )	FEDERAL DEFAULTER NAME MISMATCH SCREEN	MM/DD/YY HH:MM:SS
ACCT NO: S123456789 AGENCY: D	ACCOUNT OWNER: ED651	ED REGION: 05
ACTION CODE: _ (M = MISMATCH, B = BYPASS)		
-----ACCOUNT----- ED REGION: 05 ACCOUNT OWNER: ED651 ED BALANCE: 1,430.00 LAST PMT DATE: 01/07/95	---LAST NOTEPAD--- DATE: 11/23/96 USER ID: ED4240	---FDP STATUS--- STATUS: 1 DATE: 11/08/95
LAST CURRENT NAME: PUBLIC	FIRST JOHN	M Q
USPS/DOD NAME: ANYBODY	FRED	Q
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F230		

FILE MAINTENANCE OPTIONS

---

3. Modify the ACTION CODE. Press [ENTER].

( F230 )	FEDERAL DEFAULTER NAME MISMATCH SCREEN	05/30/97 08:24:24
ACCT NO: S123456789 AGENCY: D	ACCOUNT OWNER: ED651	ED REGION: 05
ACTION CODE: M (M = MISMATCH, B = BYPASS)		
-----ACCOUNT----- ED REGION: 05 ACCOUNT OWNER: ED651 ED BALANCE: 1,430.00 LAST PMT DATE: 01/07/95	---LAST NOTEPAD--- DATE: 11/23/96 USER ID: ED4240	---FDP STATUS--- STATUS: 1 DATE: 11/08/95
CURRENT NAME: LAST PUBLIC	FIRST JOHN	M Q
USPS/DOD NAME: ANYBODY	FRED	Q
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F23		

## FILE MAINTENANCE

4. The record is updated with data from the screen.

( F230 )	FEDERAL DEFAULTER NAME MISMATCH SCREEN	MM/DD/YY HH:MM:SS
ACCT NO: S123456789 AGENCY: D	ACCOUNT OWNER: ED651	ED REGION: 05
ACTION CODE: M (M = MISMATCH, B = BYPASS)		
-----ACCOUNT----- ED REGION: 05 ACCOUNT OWNER: ED651 ED BALANCE: 1,430.00 LAST PMT DATE: 01/07/95	---LAST NOTEPAD--- DATE: 11/23/96 USER ID: ED4240	---FDP STATUS--- STATUS: 1 DATE: 11/08/95
CURRENT NAME: LAST PUBLIC	FIRST JOHN	M Q
USPS/DOD NAME: ANYBODY	FRED	Q
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F230		

## FILE MAINTENANCE OPTIONS

```

( F230 )                                FEDERAL DEFaulTER                                05/30/97
                                         NAME MISMATCH SCREEN                            08:24:24

ACCT NO:  <1>
AGENCY:   <2>

ACTION CODE: <3>  (M = MISMATCH, B = BYPASS)

----ACCOUNT-----                      ---LAST NOTEPAD---                      ---FDP STATUS---
    ED REGION:  <4>                      DATE:                <8>                      STATUS:        <10>
ACCOUNT OWNER: <5>                      USER ID:               <9>                      DATE:          <11>
    ED BALANCE: <6>
LAST PMT DATE: <7>

CURRENT NAME:      LAST                FIRST                M
                  <12>                 <13>                 <14>
USPS/DOD NAME:    <15>

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F23

```

## FIELD CONTENT - F230 - FEDERAL DEFaulTER NAME MISMATCH SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCT NO (M)	The 10-character account ID. Valid values are: S = Social Security Number E = Employer Identification Number  The following nine characters must be numbers.
2	AGENCY (M)	Indicates from which Name Mismatch report the account came P = Postal D = DOD
3	ACTION CODE (D)	“M” for name mismatch “B” for bypass

## FILE MAINTENANCE

( F230 )	FEDERAL DEFAULTER NAME MISMATCH SCREEN	05/30/97 08:24:24
ACCT NO: <1>		
AGENCY: <2>		
ACTION CODE: <3> (M = MISMATCH, B = BYPASS)		
-----ACCOUNT-----	---LAST NOTEPAD---	---FDP STATUS---
ED REGION: <4>	DATE: <8>	STATUS: <10>
ACCOUNT OWNER: <5>	USER ID: <9>	DATE: <11>
ED BALANCE: <6>		
LAST PMT DATE: <7>		
CURRENT NAME:	LAST <12>	FIRST <13> M <14>
USPS/DOD NAME:	<15>	
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F23		

	<u>Field Name</u>	<u>Definition</u>
4	ED REGION (D)	The region in which the account is located. Valid values are: 04 = Atlanta 05 = Chicago 09 = San Francisco
5	ACCOUNT OWNER (D)	The location code of the account. Five characters; ranges are ED000 - ED200, and ED600 - ED999.
6	ED BALANCE (D)	Total amount owed on the account including principal, interest through the current date, and any other accumulated fees.
7	LAST PMT DATE (D)	The last date on which the individual made a payment on a debt.
8	DATE (D)	The last notepad date entered on this account.
9	USER ID (D)	The user ID for the last notepad entered on the account.
10	STATUS (D)	The current FDP status on this account.

FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
11	DATE (D)	The current FDP status date on this account.
12	CURRENT NAME LAST (D)	The last name of the debtor. 20 alphanumeric characters.
13	CURRENT NAME FIRST (D)	The first name of the debtor. 20 alphanumeric characters.
14	CURRENT NAME M (D)	The middle initial of the debtor. One character.
15	USPS/DOD NAME LAST (D)	Last, first, and middle name from Postal or DOD match tape that did not match the name of the debtor in the system.



## FILE MAINTENANCE

**2.12. OPTION 12: F240 - FDSL PROGRAM MAINTENANCE [PF23]**

The FDSL Program Maintenance screen is used to update the fields on the FDSL program specific record. This screen has two pages.

( F240 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	FDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 1 OF 2	
FDSL ID: D_____		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
FDSL-ORG-SVR		
FDSL-SUB-SVR		
FDSL-LOAN-AMT-DISBURSED		
FDSL-LOAN-AMT-APPROVED		
FDSL-CAP-INT		
FDSL-INTEREST-RATE		
FDSL-VAR-INT-ADDON-RATE		
FDSL-INT-RATE-CAP		
FDSL-SCHOOL-NBR		
FDSL-OPEID		
FDSL-TYPE-OF-LOAN		
FDSL-SUBSIDIZED-IND		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

( F240 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	FDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 2 OF 2	
FDSL ID: D_____		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
FDSL-PLUS-STUDENT-SSN		
FDSL-PLUS-STU-LAST-NAME		
FDSL-PLUS-STU-FIRST-NAME		
FDSL-PLUS-STU-MIDDLE-NAME		
FDSL-PLUS-STU-BIRTH-DATE		
FDSL-FIRST-DISB-DATE		
FDSL-LAST-DISB-DATE		
FDSL-DEFAULT-DATE		
FDSL-DATE-ENT-REPAY		
FDSL-WITHDRAWAL-DATE		
FDSL-LITIG-INDICATOR		
FDSL-JUDGEMENT-DATE		
FDSL-JUDGEMENT-EXP-DATE		
FDSL-AMT-COLLECTED-BY-SVR		
FDSL-LAST-PMT-TO-SVR		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FILE MAINTENANCE OPTIONS

1. Key the FDSL ID in the FDSL ID field.
2. Press **[ENTER]**.

FILE MAINTENANCE SUBSYSTEM		MM/DD/YY
FDSL PROGRAM MAINTENANCE		HH:MM
PAGE 1 OF 2		
( F240 )		
FDSL ID: <u>D999999999999999</u>		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
FDSL-ORG-SVR	00101	_____
FDSL-SUB-SVR	00100	_____
FDSL-LOAN-AMT-DISBURSED	1,500.00	_____
FDSL-LOAN-AMT-APPROVED	1,500.00	_____
FDSL-CAP-INT	123.24	_____
FDSL-INTEREST-RATE	.120000	_____
FDSL-VAR-INT-ADDON-RATE	.040000	_____
FDSL-INT-RATE-CAP	.200000	_____
FDSL-SCHOOL-NBR	21656	_____
FDSL-OPEID	21340101	_____
FDSL-TYPE-OF-LOAN	STAF	_____
FDSL-SUBSIDIZED-IND	S	_____
AVAILABLE FOR UPDATE		

3. If the ID is on the system and is in the user's region, the current information on the loan appears in the CURRENT VALUE column.
4. To update any of the fields, move to the field and key the correct information in the CHANGED VALUE column.

## FILE MAINTENANCE

5. When data entry is complete on page one, press **[PF8]** to move to page two. **DO NOT PRESS [ENTER].**

( F240 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	FDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 2 OF 2	
FDSL ID: <u>D999999999999999</u>		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
FDSL-PLUS-STUDENT-SSN		
FDSL-PLUS-STU-LAST-NAME		
FDSL-PLUS-STU-FIRST-NAME		
FDSL-PLUS-STU-MIDDLE-NAME		
FDSL-PLUS-STU-BIRTH-DATE		
FDSL-FIRST-DISB-DATE	01/28/1990	
FDSL-LAST-DISB-DATE	02/21/1990	
FDSL-DEFAULT-DATE	02/20/1991	
FDSL-DATE-ENT-REPAY	08/21/1990	
FDSL-WITHDRAWL-DATE	01/29/1990	
FDSL-LITIG-INDICATOR	Y	-
FDSL-JUDGEMENT-DATE	07/08/1991	
FDSL-JUDGEMENT-EXP-DATE	07/09/1991	
FDSL-AMT-COLLECTED-BY-SVR	.00	
FDSL-LAST-PMT-TO-SVR	00/00/0000	
AVAILABLE FOR UPDATE		

6. Enter the data on page two as on page one. Verify the data on page two and press **[PF7]** to return to page one.

## FILE MAINTENANCE OPTIONS

7. Verify the data on page one by reviewing the screen. Press [ENTER].

( F240 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	FDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 1 OF 2	
FDSL ID: <u>D999999999999999</u>		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
FDSL-ORG-SVR	00101	_____
FDSL-SUB-SVR	00100	_____
FDSL-LOAN-AMT-DISBURSED	1,500.00	_____
FDSL-LOAN-AMT-APPROVED	1,500.00	_____
FDSL-CAP-INT	123.24	_____
FDSL-INTEREST-RATE	.120000	_____
FDSL-VAR-INT-ADDON-RATE	.040000	_____
FDSL-INT-RATE-CAP	.200000	_____
FDSL-SCHOOL-NBR	21656	_____
FDSL-OPEID	21340101	_____
FDSL-TYPE-OF-LOAN	STAF	_____
FDSL-SUBSIDIZED-IND	S	_____
UPDATE COMPLETED		

8. The message <UPDATE COMPLETED> appears at the bottom of the screen. Both existing data and new data stay on the screen until the [ENTER] key is pressed again. The cursor returns to the FDSL ID field.
9. Press [ENTER]. The data is reformatted and the message <AVAILABLE FOR UPDATE> appears at the bottom of the screen.

## FILE MAINTENANCE

( F240 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	FDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 1 OF 2	
FDSL ID: D_<1>_____		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
FDSL-ORG-SVR <2>		
FDSL-SUB-SVR <3>		
FDSL-LOAN-AMT-DISBURSED <4>		
FDSL-LOAN-AMT-APPROVED <5>		
FDSL-CAP-INT <6>		
FDSL-INTEREST-RATE <7>		
FDSL-VAR-INT-ADDON-RATE <8>		
FDSL-INT-RATE-CAP <9>		
FDSL-SCHOOL-NBR <10>		
FDSL-OPEID <11>		
FDSL-TYPE-OF-LOAN <12>		
FDSL-SUBSIDIZED-IND <13>		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190 22-F2		

## FIELD CONTENT - F240 - FDSL PROGRAM MAINTENANCE - 1 OF 2

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	FDSL ID (M)	The FDSL 16-character debt ID. One letter followed by 15 numbers. The first character is "D", which is automatically displayed on the screen. The following 15 characters are numbers. Valid values are: Digits 2 - 5: Fiscal Year Digits 6 - 7: Region Code = where the debt was originally input in the system Digits 8 - 14: Debt Number Digits 15 - 16: Debt Sequence Number
2	FDSL-ORG-SVR (O)	The identification of the originating servicer. Five characters; must be a valid FDSL servicer code.
3	FDSL-SUB-SVR (O)	The identification of the submitting servicer. Five characters; must be a valid FDSL servicer code.

## FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
4	FDSL-LOAN-AMT-DISBURSED (O)	Loan amount disbursed to the student by the original lender. 14 characters.
5	FDSL-LOAN-AMT-APPROVED (O)	The loan amount approved as reported by the educational institution.
6	FDSL-CAP-INT (O)	The interest capitalized by the servicer. 14 characters.
7	FDSL-INTEREST-RATE (O)	The interest rate on the debt. Nine characters; must be between .01 and .99.
8	FDSL-VAR-INT-ADDON-RATE (O)	Required when the Debt Current Interest Rate is equal to "A" (variable rate based on 91-day T-Bill rate) or "B" (variable rate based on 52-week T-Bill rate). A component of the variable interest rate that is fixed for the full term of the loan. This value when added to the T-Bill value for a given year is the variable interest rate for that year. May not be greater than ten percent.
9	FDSL-INT-RATE-CAP (O)	Required when the Debt Current Interest Rate is equal to "A" (variable rate based on 91-day T-Bill rate) or "B" (variable rate based on 52-week T-Bill rate). The highest interest rate that can be charged for the loan. May not be less than the Current Interest Rate or greater than twenty percent.
10	FDSL-SCHOOL-NBR (O)	The school identification number of the educational institution the student attended. Six characters; must be on the data base.
11	FDSL-OPEID (M)	The eight-digit OPE identification number, as reported to NSLDS, of the educational institution in which the student was enrolled.
12	FDSL-TYPE-OF-LOAN (O)	The type of direct loan. Valid values are: PLUS CONS STAF
13	FDSL-SUBSIDIZED-IND (M)	One character; must be "S" or "U" for loan type equal to "STAF"; space for loan type equal to "PLUS"; "S", "U", or "P" for loan type equal to "CONS".

---

## FILE MAINTENANCE

( F240 )	FILE MAINTENANCE SUBSYSTEM	MM/DD/YY
	FDSL PROGRAM MAINTENANCE	HH:MM
	PAGE 2 OF 2	
FDSL ID: D _____		
FIELD NAME	CURRENT VALUE	CHANGED VALUE
-----	-----	-----
FDSL-PLUS-STUDENT-SSN <14>		
FDSL-PLUS-STU-LAST-NAME <15>		
FDSL-PLUS-STU-FIRST-NAME <16>		
FDSL-PLUS-STU-MIDDLE-NAME <17>		
FDSL-PLUS-STU-BIRTH-DATE <18>		
FDSL-FIRST-DISB-DATE <19>		
FDSL-LAST-DISB-DATE <20>		
FDSL-DEFAULT-DATE <21>		
FDSL-DATE-ENT-REPAY <22>		
FDSL-WITHDRAWAL-DATE <23>		
FDSL-LITIG-INDICATOR <24>		
FDSL-JUDGEMENT-DATE <25>		
FDSL-JUDGEMENT-EXP-DATE <26>		
FDSL-AMT-COLLECTED-BY-SVR <27>		
FDSL-LAST-PMT-TO-SVR <28>		

## FIELD CONTENT - F240 - FDSL PROGRAM MAINTENANCE - 2 OF 2

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
14	FDSL-PLUS-STUDENT-SSN (O)	The social security number of the student receiving a PLUS loan. Nine digits.
15	FDSL-PLUS-STU-LAST-NAME (O)	The last name of the student receiving a PLUS loan. 20 characters.
16	FDSL-PLUS-STU-FIRST-NAME (O)	The first name of the student receiving a PLUS loan. 20 characters.
17	FDSL-PLUS-STU-MIDDLE-NAME (O)	The middle name of the student receiving a PLUS loan. 20 characters.
18	FDSL-PLUS-STU-BIRTH-DATE (O)	Required for "PLUS" type of loan. The "PLUS" student birthdate. Valid format is MM/DD/YYYY.
19	FDSL-FIRST-DISB-DATE (O)	The date of the first disbursement by the lender. Valid format is MM/DD/YYYY.
20	FDSL-LAST-DISB-DATE (O)	The date of the last disbursement by the lender. Valid format is MM/DD/YYYY.

FILE MAINTENANCE OPTIONS

---

	<u>Field Name</u>	<u>Definition</u>
21	FDSL-DEFAULT-DATE (O)	Default date. The date the borrower defaulted to a lending institution. It is defined as the day following the next scheduled payment due date. Valid format is MM/DD/YYYY.
22	FDSL-DATE-ENT-REPAY (O)	Required for "STAF" type of loan. The first day after expiration of any grace period in which the repayment period begins or is scheduled to begin. Valid format is MM/DD/YYYY.
23	FDSL-WITHDRAWL-DATE (O)	The withdrawal date of the student from the educational institution. Valid format is MM/DD/YYYY.
24	FDSL-LITIG-INDICATOR (O)	Litigation indicator. Valid values are: Y = Yes N = No
25	FDSL-JUDGEMENT-DATE (O)	The date the lender received a court ordered judgment against the debtor. Valid format is MM/DD/YYYY.
26	FDSL-JUDGEMENT-EXP-DATE (O)	The date the court ordered judgment expires. Valid format is MM/DD/YYYY.
27	FDSL-AMT-COLLECTED-BY-SVR (O)	The total amount collected on this debt by the servicer. 14 characters.
28	FDSL-LAST-PMT-TO-SVR (O)	The date the last payment was made to the servicer. Valid format is MM/DD/YYYY.



**2.13. OPTION 13: F200 - COLLECTOR NAME ADD/UPDATE [PF24]**

The Collector Name Add/Update screen allows users to create or revise collector name records. These records contain the region number, location code, collector number, and current collector name for collectors in Collection Agencies and ED Regional offices. The user's security level determines access to screen functions.

Every collector that works accounts must have a collector name record created through this screen before accounts can be assigned to him/her. Account assignment is established through the F210-Collector Alpha Assignment Edit Screen (Section 2.14).

**2.13.1. Creating a Collector Name Record**

Collection Agency users can create collector name records for the primary location code assigned to their agency; ED Regional users can create collector name records for their office and all ED location codes; and ED Headquarters users can create collector name records for all region and location codes.

When accessed by Collection Agency and ED Regional Users, the screen will display the region and agency/location codes for their office. (The screen will be blank for ED Headquarters users.)

FILE MAINTENANCE OPTIONS

---

(F200)	COLLECTOR NAME ADD/UPDATE	MM/DD/YY HH:MM
REGION CODE: 04	AGENCY/LOCATION CODE: AG444	COLLECTOR NUM:
COLLECTOR NAME:		
OLD COLLECTOR NAME:		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190		

1. Please follow instructions for your user level:
  - a. Collection Agency users key in collector number and collector name.
  - b. ED Regional users key in an ED location code (or AG codes within your region only), collector number, and collector name.
  - c. ED Headquarters users key in a Region Code, a corresponding ED or AG location code, collector number, and collector name.
2. Press **[ENTER]**.

FILE MAINTENANCE

---

(F200)	COLLECTOR NAME ADD/UPDATE	MM/DD/YY HH:MM
REGION CODE: 04	AGENCY/LOCATION CODE: AG444	COLLECTOR NUM: 12345
COLLECTOR NAME:	LARRY O'NEILL	
OLD COLLECTOR NAME:		
CONFIRM: PRESS PF6 TO ADD OR UPDATE		

3. The message <**CONFIRM: PRESS PF6 TO ADD OR UPDATE**> is displayed if the information passes all edits. Press **[PF6]** to confirm the new collector name addition or press **[ENTER]** to refresh the screen.

**2.13.2. Updating an Existing Collector Name Record**

Collection Agency users can revise existing collector name records for the primary location code assigned to their agency; ED Regional users can revise existing collector name records for their office and ED all location codes; and ED Headquarters users can revise existing collector name records for all region and location codes.

When accessed, the screen will display the region code for Collection Agency and ED Regional users. (The screen will be blank for ED Headquarters users.)

(F200)	COLLECTOR NAME ADD/UPDATE	MM/DD/YY HH:MM
REGION CODE: 04	AGENCY/LOCATION CODE: AG444	COLLECTOR NUM:
COLLECTOR NAME:		
OLD COLLECTOR NAME:		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190		

1. Please follow instructions for your user level:
    - a. Collection Agency users key in the collector number and the revised collector name.
    - b. ED Regional users key in an ED or AG location code (AG codes for your region only), collector number, and the revised collector name.
    - c. ED Headquarters users key in a Region Code, an ED or AG location code and collector number, and the revised collector name.
  2. Press **[ENTER]**.
-

## FILE MAINTENANCE

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(F200)	COLLECTOR NAME ADD/UPDATE	MM/DD/YY HH:MM
REGION CODE: 04	AGENCY/LOCATION CODE: AG444	COLLECTOR NUM: 12345
COLLECTOR NAME:	TIM BAILEY	
OLD COLLECTOR NAME:	LARRY O'NEILL	
CONFIRM: PRESS PF6 TO ADD OR UPDATE		

3. The message <**CONFIRM: PRESS PF6 TO ADD OR UPDATE**> is displayed if the information passes all edits. Press **[PF6]** to confirm the new collector name addition or press **[ENTER]** to refresh the screen.

## FILE MAINTENANCE OPTIONS

(F200)	COLLECTOR NAME ADD/UPDATE	MM/DD/YY HH:MM
REGION CODE:<1> AGENCY/LOCATION CODE:<2> COLLECTOR NUM:<3>		
COLLECTOR NAME: <4>		
OLD COLLECTOR NAME: <5>		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190		

## FIELD CONTENT - F200 - COLLECTOR NAME ADD/UPDATE

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	REGION CODE (M/D)	The two-digit region ID. Display only for Collection Agencies and ED Regional users. ED Headquarters users must enter 04, 05, or 09.
2	AGENCY/ LOCATION CODE (D/O/M)	<p>The five-character location code. Display only for Collection Agency users; optional for ED Region users and; mandatory for all ED Headquarters users. Valid location codes are specific to the user's security level. All location codes are prefixed by "ED" or "AG" and followed by three numbers.</p> <p>Valid numeric ranges for ED Headquarters and Regional users are: 100-199, 301-349, and 600-999.</p> <p>Valid "AG" location codes are specific to ED Region. Valid values are:</p>

FILE MAINTENANCE

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	<u>Field Name</u>	<u>Definition</u>
		Region 04: 440, 442, 444, and 446 Region 05: 450, 452, 454, and 456 Region 09: 490, 492, 494, and 496
		ED Headquarters users may access Collector Name records in all location codes.
		ED Regional users may access Collector Name records for collection agencies within their region and all "ED" location codes.
3	COLLECTOR NUM (M)	A five-digit collector number displayed in F210 COLLECTOR ALPHA ASSIGNMENT. Mandatory for all AG Location Code updates.
4	COLLECTOR NAME (M)	Either a new or an updated twenty-five character collector name assigned to a collector number. Required when adding or updating.
5	OLD COLLECTOR (D)	The current twenty-five character collector name assigned to the collector number. Display only.

## FILE MAINTENANCE OPTIONS

**2.14. OPTION 14: F210 - COLLECTOR ALPHA ASSIGNMENT EDIT**

The Collector Alpha Assignment Screen is used to assign alphabetical ranges to the collectors working within a given collection agency or regional office. These ranges are used by other Debt Management and Collection System programs to assign accounts to the collectors according to the borrower's last name.

When accessed by Collection Agency or ED Regional users, the screen will display the existing set of Alpha Assignments for their collectors. In the screen below, no alpha-assignments exist for the collectors. The collector names are displayed in numeric order by Collector numbers.

( F210 )		COLLETOR ALPHA ASSIGNMENT EDIT		MM/DD/YY
		REGION: 04	AGENCY: AG444	HH:MM
COLLECTOR NUM:	COLLECTOR NAME	LOW	HIGH	
00001	SHARON MARTINDALE	_____		
00002	BONNIE ANDERSON	_____		
00003	GLORIA STONE	_____		
11111	JACK O'BREIN	_____		
12345	LARRY O'NEIL	_____		
46576	GEORGE MILLER	_____		
PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190				

1. Please follow the instructions for your level of security:
  - a. Collection Agency Users. When accessed, the current assignments or collector names and numbers for collectors in agency are displayed.
  - b. ED Regional Users. When accessed the AGENCY field may be keyed in to work with the assignments for a specific AG location code or it may be left blank to work with the assignments for the regional office.



## FILE MAINTENANCE

- c. ED Headquarters Users. When accessed all fields will be blank and this message appears on the screen when the screen is accessed: **<ENTER REGION AND AGENCY CODES>**. Key region and agency codes and press [ENTER] to access current assignments for the selection.
2. Key in the alpha LOW value you wish to assign to each collector. The keyed values represent the beginning characters of the bottom of the range of names to be assigned to each collector. Up to ten alphabetical characters may be keyed into each of the fields in the column under the heading ALPHA LOW.

For example, assume the ALPHA LOW values have been entered as follows:

( F210 )		COLLECTOR ALPHA ASSIGNMENT EDIT	MM/DD/YY
		REGION: 04	AGENCY: AG123
COLLECTOR NUM:	COLLECTOR NAME	LOW	HIGH
00001	SHARON MARTINDALE	UNITAS	
00002	BONNIE ANDERSON	H	
00003	GLORIA STONE	K	
11111	JACK O'BRIEN	POE	
12345	LARRY O'NEILL		
46576	GEORGE MILLER	A	

PF13-F110 14-F120 15-F130 16-F140 17-F150 18-F160 19-F170 20-F180 21-F190

3. Press [ENTER] when all the ALPHA LOW ranges have been entered.

## FILE MAINTENANCE OPTIONS

The system will:

- Arrange names in alphabetical order by the LOW value
- Compute the upper limits (alpha HIGH) of each range
- Display upper limits of each range in HIGH fields
- Display the message <**PRESS PF6 TO CONFIRM DATA BASE UPDATE**>

( F210 )	COLLECTOR ALPHA ASSIGNMENT EDIT	MM/DD/YY
	REGION: 04	AGENCY: AG123
COLLECTOR NUM:	COLLECTOR NAME	LOW
46576	GEORGE MILLER	A
00001	BONNIE ANDERSON	H
00002	GLORIA STONE	K
11111	JACK O'BRIEN	POE
00003	SHARON MARTINDALE	UNITAS
12345	LARRY O'NEILL	
		HIGH
		GZZZZZZZZZ
		JZZZZZZZZZ
		PODZZZZZZZ
		UNITARZZZZ
		ZZZZZZZZZZ
PRESS PF6 TO CONFIRM DATA BASE UPDATE		

In the example provided, George has been assigned all accounts in which the first letter of each last name falls into the range "A" through "G". Bonnie has been assigned all accounts that fall into the range "H" through "J". Notice that the entry for Jack consists of the three characters "POE". As a result, Gloria has been assigned all the names that fall into the range "K" to "POD" since "POD" is the combination of letters that comes right before POE, the beginning of Jack's range. Consequently, an account with last name Perkins will be assigned to Gloria while last name Purdy will be assigned to Jack. Larry has not been assigned specific accounts.

The system will arrange the names in order by the low value. The upper limits will be computed for each range and displayed in the Alpha HIGH column. The message <**PRESS PF6 TO CONFIRM DATA BASE UPDATE**> will be displayed to prompt the user.

- ```
( F210 )
```
- |                | COLLECTOR ALPHA ASSIGNMENT EDIT | MM/DD/YY          |
|----------------|---------------------------------|-------------------|
|                | REGION: 04                      | HH:MM             |
| COLLECTOR NUM: | COLLECTOR NAME                  | LOW HIGH          |
| 46576          | GEORGE MILLER                   | A GZZZZZZZZZ      |
| 00001          | BONNIE ANDERSON                 | H JZZZZZZZZZ      |
| 00002          | GLORIA STONE                    | K PODZZZZZZZ      |
| 11111          | JACK O'BRIEN                    | POE UNITARZZZZ    |
| 00003          | SHARON MARTINDALE               | UNITAS ZZZZZZZZZZ |
| 12345          | LARRY O'NEILL                   |                   |
- DATA BASE UPDATED

- D-FLM-000-3

## FILE MAINTENANCE OPTIONS

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1. Some ED and agency collectors perform particular, specialized jobs and are not assigned accounts on an alphabetical basis. For them, the ALPHA LOW field on the screen is blank. These collectors can, however, be assigned an alpha range by entering the low value into the ALPHA LOW field whenever assignments are being made.
2. To remove the alpha assignment for a collector, the field should be blanked by keying spaces into it or pressing the [EOF] key.
3. Collectors who do not have alpha assignments are displayed last in the screen order.

## FILE MAINTENANCE

|                               |                    |                                 |          |          |
|-------------------------------|--------------------|---------------------------------|----------|----------|
| ( F210 )                      |                    | COLLECTOR ALPHA ASSIGNMENT EDIT |          | MM/DD/YY |
| REGION: <1>                   |                    | AGENCY: <2>                     |          | HH:MM    |
| COLLECTOR NUM: <3>            | COLLECTOR NAME <4> | LOW <5>                         | HIGH <6> |          |
| ENTER REGION AND AGENCY CODES |                    |                                 |          |          |

## FIELD CONTENT - F210 - COLLECTOR ALPHA ASSIGNMENT EDIT

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

|   | <u>Field Name</u> | <u>Definition</u>                                                                                                                                                                                                                                                                                                                                                                                           |
|---|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | REGION (D/M)      | The two-character region ID. Display only for ED Regional and Collection Agency users. Mandatory for ED Headquarters users.                                                                                                                                                                                                                                                                                 |
| 2 | AGENCY (D/O/M)    | The five-character location code. Display only for Collection Agency users; optional for ED Regional users, and; mandatory for ED Headquarters users. Valid location codes are specific to the user's security level. All location codes are prefixed by "ED" or "AG" and followed by three numbers.<br><br>Valid numeric ranges for ED Headquarters and Regional users are: 100-199, 301-349, and 600-999. |

FILE MAINTENANCE OPTIONS

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|   | <u>Field Name</u>    | <u>Definition</u>                                                                                                                                                                     |
|---|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                      | Valid "AG" location codes are specific to ED Region. Valid values are:<br>Region 04: 440, 442, 444, and 446<br>Region 05: 450, 452, 454, and 456<br>Region 09: 490, 492, 494, and 496 |
|   |                      | ED Headquarters users may access account assignment records in all location codes.                                                                                                    |
|   |                      | ED Regional users may access account assignment for region and all "ED" location codes.                                                                                               |
| 3 | COLLECTOR NUMBER (D) | The five-character collector number.<br>Display only.                                                                                                                                 |
| 4 | COLLECTOR NAME (D)   | The twenty-five-character collector name.<br>Display only.                                                                                                                            |
| 5 | LOW (O)              | The ten-character alpha low. Optional for all users.                                                                                                                                  |
| 6 | HIGH (D)             | The ten-character alpha high. Display only.                                                                                                                                           |

## FILE MAINTENANCE

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**2.15. OPTION 15: F220 - POVR PROGRAM MAINTENANCE**

The POVR Program Maintenance screen is used to update the fields on the POVR program specific record listed below.

|                                                                                                                                                                                                                          |                                                        |                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------|
| (F220)                                                                                                                                                                                                                   | FILE MAINTENANCE SUBSYSTEM<br>POVR PROGRAM MAINTENANCE | MM/DD/YY<br>HH:MM      |
| POVR ID: P_____                                                                                                                                                                                                          |                                                        |                        |
| FIELD NAME<br>-----                                                                                                                                                                                                      | CURRENT VALUE<br>-----                                 | CHANGED VALUE<br>----- |
| POVR-TYPE-OF-POVR<br>POVR-ACADEMIC-YEAR<br>POVR-GRANT-AMT-DISBURSED<br>POVR-OVERPAY-AMT<br>POVR-INTEREST-RATE<br>POVR-CLAIM-REASON<br>POVR-AMT-COLLECTED-BY-SCH<br>POVR-AMT-COLLECTED-BY-ED<br>POVR-LAST-PMT-TO-SCH-DATE |                                                        |                        |
| PF13-F220                                                                                                                                                                                                                |                                                        |                        |

FILE MAINTENANCE OPTIONS

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1. Key the POVR-ID in the POVR-ID field.

|                                                                                                                                                                                                                          |                                                        |                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------|
| (F220)                                                                                                                                                                                                                   | FILE MAINTENANCE SUBSYSTEM<br>POVR PROGRAM MAINTENANCE | MM/DD/YY<br>HH:MM      |
| POVR ID: P123456789012345                                                                                                                                                                                                |                                                        |                        |
| FIELD NAME<br>-----                                                                                                                                                                                                      | CURRENT VALUE<br>-----                                 | CHANGED VALUE<br>----- |
| POVR-TYPE-OF-POVR<br>POVR-ACADEMIC-YEAR<br>POVR-GRANT-AMT-DISBURSED<br>POVR-OVERPAY-AMT<br>POVR-INTEREST-RATE<br>POVR-CLAIM-REASON<br>POVR-AMT-COLLECTED-BY-SCH<br>POVR-AMT-COLLECTED-BY-ED<br>POVR-LAST-PMT-TO-SCH-DATE |                                                        |                        |
| PF13-F220                                                                                                                                                                                                                |                                                        |                        |



## FILE MAINTENANCE

2. Press [ENTER].

|                           |                                                        |                   |
|---------------------------|--------------------------------------------------------|-------------------|
| (F220)                    | FILE MAINTENANCE SUBSYSTEM<br>POVR PROGRAM MAINTENANCE | MM/DD/YY<br>HH:MM |
| POVR ID: P123456789012345 |                                                        |                   |
| FIELD NAME                | CURRENT VALUE                                          | CHANGED VALUE     |
| -----                     | -----                                                  | -----             |
| POVR-TYPE-OF-POVR         | PELL                                                   | _____             |
| POVR-ACADEMIC-YEAR        | 92-93                                                  | _____             |
| POVR-GRANT-AMT-DISBURSED  | 5,000.00                                               | _____             |
| POVR-OVERPAY-AMT          | 1,000.00                                               | _____             |
| POVR-INTEREST-RATE        | 250.00                                                 | _____             |
| POVR-CLAIM-REASON         | 1                                                      | _____             |
| POVR-AMT-COLLECTED-BY-SCH | 300.00                                                 | _____             |
| POVR-AMT-COLLECTED-BY-ED  | 100.00                                                 | _____             |
| POVR-LAST-PMT-TO-SCH-DATE | 06151993                                               | _____             |
| PF13-F220                 |                                                        |                   |

3. If the ID is on the system and is in the user's region, the current information on the grant overpayment appears under the CURRENT VALUE field. To update any of the fields, move to the field and key the correct information under the CHANGED VALUE field.
4. When data entry is complete, verify the data by reviewing the screen. Press [ENTER].

Note: Both existing data and new data stay on the screen until the [ENTER] key is pressed again.

The data is reformatted and the message <UPDATE COMPLETED> appears at the bottom of the screen. The cursor returns to the POVR-ID field.

## FILE MAINTENANCE OPTIONS

|                           |                                                        |                        |
|---------------------------|--------------------------------------------------------|------------------------|
| (F220)                    | FILE MAINTENANCE SUBSYSTEM<br>POVR PROGRAM MAINTENANCE | MM/DD/YY<br>HH:MM      |
| POVR ID: P <1>            |                                                        |                        |
| FIELD NAME<br>-----       | CURRENT VALUE<br>-----                                 | CHANGED VALUE<br>----- |
| POVR-TYPE-OF-POVR         | <2>                                                    |                        |
| POVR-ACADEMIC-YEAR        | <3>                                                    |                        |
| POVR-GRANT-AMT-DISBURSED  | <4>                                                    |                        |
| POVR-OVERPAY-AMT          | <5>                                                    |                        |
| POVR-INTEREST-RATE        | <6>                                                    |                        |
| POVR-CLAIM-REASON         | <7>                                                    |                        |
| POVR-AMT-COLLECTED-BY-SCH | <8>                                                    |                        |
| POVR-AMT-COLLECTED-BY-ED  | <9>                                                    |                        |
| POVR-LAST-PMT-TO-SCH-DATE | <10>                                                   |                        |
| PF13-F220                 |                                                        |                        |

## FIELD CONTENT - F220 - POVR PROGRAM MAINTENANCE

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

|   | <u>Field Name</u> | <u>Definition</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | POVR ID (M)       | <p>The 16-character DEBT ID: one letter followed by 15 numbers. The first character is a P and is automatically displayed on the screen. The following 15 characters must be numeric. Valid values are:</p> <p>Digits 2 - 5: Fiscal Year</p> <p>Digits 6 - 7: Region Code = where the debt was originally input into the system:<br/>00 = HQ<br/>04 = Atlanta<br/>05 = Chicago<br/>09 = San Francisco</p> <p>Digits 8 - 14: Debt Number = Old Claim Number</p> <p>Digits 15 - 16: Debt Sequence Number = Old Loan Sequence Number</p> |

## FILE MAINTENANCE

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|    | <u>Field Name</u>        | <u>Definition</u>                                                                                                                                                         |
|----|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2  | TYPE-OF-POVR (O)         | The type of the overpayment. This will include the Pell Grant (PELL), or Supplemental Education Opportunity Grant (SEOG).                                                 |
| 3  | ACADEMIC-YEAR (O)        | Academic year of the overpayment amount owed by the student. Valid format is YY-YY.                                                                                       |
| 4  | GRANT-AMT-DISBURSED (O)  | The actual dollar amount of the grant given to the student. This is a 9-digit numeric field with 2 decimal places. Valid format is 999,999,999.99.                        |
| 5  | OVERPAY-AMT (O)          | The dollar amount owed by the student and reported to the Department of Education. This is a 9-digit numeric field with 2 decimal places. Valid format is 999,999,999.99. |
| 6  | INTEREST-RATE (O)        | The total dollar amount charged in interest added to the grant amount. This is an 8-digit numeric field with 1 decimal place. Valid format is 99999999.9.                 |
| 7  | CLAIM- REASON (O)        | The reason for the overpayment claim.<br>Valid codes are:<br>1 = Default<br>2 = Bankruptcy<br>3 = Death<br>4 = Total Disability<br>7 = Chapter 13<br>0 = Closed School    |
| 8  | AMT-COLLECTED-BY-SCH (O) | The dollar amount collected by the school for the overpayment. This is a 9-digit numeric field with 2 decimal places. Valid format is 999,999,999.99.                     |
| 9  | AMT-COLLECTED-BY-ED (O)  | The dollar amount received for the overpayment by the Department of Education. This is a 9-digit numeric field with 2 decimal places. Valid format is 999,999,999.99.     |
| 10 | LAST-PMT-TO-SCH-DATE (O) | The date the school received the last payment for the program overpayment. Valid format is MMDDCCYY.                                                                      |

---

## FILE MAINTENANCE OPTIONS

**2.16. OPTION 16: F270 - ADDRESS DELETION SCREEN**

The Address Deletion Screen is used to delete requested secondary address records from the DMCS data base. NOTE: Secondary addresses with a source code of "42" are not eligible for deletion and are not displayed.

| ( F270 )                                          | ADDRESS DELETION SCREEN | MM/DD/YY  |
|---------------------------------------------------|-------------------------|-----------|
| ACCT NO: S _____                                  |                         | HH:MM     |
| PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):      |                         |           |
|                                                   | CITY:                   |           |
|                                                   | ST/ZIP:                 |           |
| ADD SRC:                                          | ADDR STA:               | CHG DATE: |
| -----                                             |                         |           |
|                                                   | CITY:                   |           |
|                                                   | ST/ZIP:                 |           |
| ADD SRC:                                          | ADDR STA:               | CHG DATE: |
|                                                   | CITY:                   |           |
|                                                   | ST/ZIP:                 |           |
| ADD SRC:                                          | ADDR STA:               | CHG DATE: |
|                                                   | CITY:                   |           |
|                                                   | ST/ZIP:                 |           |
| ADD SRC:                                          | ADDR STA:               | CHG DATE: |
| PLEASE ENTER THE ACCOUNT NUMBER AND PRESS <ENTER> |                         |           |
| PF13-F270                                         |                         |           |

## FILE MAINTENANCE

1. Key the account number (SSN) in the ACCT NO: S\_\_\_\_\_ field and press **[ENTER]**. The primary address for the account (not eligible for deletion) is shown at the top of the screen, followed by all the secondary addresses. The screen displays a maximum of three secondary addresses.

```
( F270 )                      ADDRESS DELETION SCREEN                      MM/DD/YY
                                HH:MM:SS

ACCT NO:  S123456789
PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):
1612 6TH AVE SE                CITY:  CEDAR RAPIDS
                                ST/ZIP: IA  52403-2535
                                ADDRSTA:      CHG DATE: 07/19/93
-----
_ 525 TIROL CT                 CITY:  MILPITAS
                                ST/ZIP: CA  95035-2535
                                ADDRSTA:      CHG DATE: 08/03/93
                                ADDSRC:  47
_ 344 17TH ST SE              CITY:  CEDAR RAPIDS
                                ST/ZIP: IA  52403-2535
                                ADDRSTA: U      CHG DATE: 06/10/93
                                ADDSRC:  20
_ 1675 STONE ST               CITY:  WASHINGTON
                                ST/ZIP: DC  20002
                                ADDRSTA:      CHG DATE: 08/15/92
                                ADDSRC:  47

PLACE A "D" NEXT TO EACH ADDRESS YOU WISH TO DELETE, THEN PRESS THE PF6 KEY
PF13-F270
```

## FILE MAINTENANCE OPTIONS

2. To see if there are any more addresses, the user may press **[PF8]** (page down). If there are more addresses, they are displayed on the screen.

|                                                                             |                         |                    |
|-----------------------------------------------------------------------------|-------------------------|--------------------|
| ( F270 )                                                                    | ADDRESS DELETION SCREEN | MM/DD/YY           |
|                                                                             |                         | HH:MM:SS           |
| ACCT NO: S123456789                                                         |                         |                    |
| PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):                                |                         |                    |
| 1612 6TH AVE SE                                                             |                         |                    |
|                                                                             | CITY: CEDAR RAPIDS      |                    |
|                                                                             | ST/ZIP: IA 52403-2535   |                    |
| ADD SRC: 70                                                                 | ADDR STA:               | CHG DATE: 07/19/93 |
| -----                                                                       |                         |                    |
| _ 100 TIROL CT                                                              | CITY: MILPITAS          |                    |
|                                                                             | ST/ZIP: CA 95035-2535   |                    |
| ADD SRC: 47                                                                 | ADDR STA:               | CHG DATE: 09/16/90 |
|                                                                             | CITY:                   |                    |
|                                                                             | ST/ZIP:                 |                    |
| ADD SRC:                                                                    | ADDR STA:               | CHG DATE:          |
|                                                                             | CITY:                   |                    |
|                                                                             | ST/ZIP:                 |                    |
| ADD SRC:                                                                    | ADDR STA:               | CHG DATE:          |
| PLACE A "D" NEXT TO EACH ADDRESS YOU WISH TO DELETE, THEN PRESS THE PF6 KEY |                         |                    |
| PF13-F270                                                                   |                         |                    |

## FILE MAINTENANCE

3. Pressing [PF8] again displays the BOTTOM OF DATA message on the screen, ensuring the user that no more addresses are associated with this account.

| ( F270 )                                                                    | ADDRESS DELETION SCREEN | MM/DD/YY           |
|-----------------------------------------------------------------------------|-------------------------|--------------------|
|                                                                             |                         | HH:MM:SS           |
| ACCT NO: S123456789                                                         |                         |                    |
| PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):                                |                         |                    |
| 1612 6TH AVE SE                                                             |                         |                    |
| CITY: CEDAR RAPIDS                                                          |                         |                    |
| ST/ZIP: IA 52403-2535                                                       |                         |                    |
| ADD SRC: 70                                                                 | ADDR STA:               | CHG DATE: 07/19/93 |
| -----                                                                       |                         |                    |
| _ 100 TIROL CT                                                              |                         |                    |
| CITY: MILPITAS                                                              |                         |                    |
| ST/ZIP: CA 95035-2535                                                       |                         |                    |
| ADD SRC: 47                                                                 | ADDR STA:               | CHG DATE: 09/16/90 |
| CITY:                                                                       |                         |                    |
| ST/ZIP:                                                                     |                         |                    |
| ADD SRC:                                                                    | ADDR STA:               | CHG DATE:          |
| CITY:                                                                       |                         |                    |
| ST/ZIP:                                                                     |                         |                    |
| ADD SRC:                                                                    | ADDR STA:               | CHG DATE:          |
| PLACE A "D" NEXT TO EACH ADDRESS YOU WISH TO DELETE, THEN PRESS THE PF6 KEY |                         |                    |
| BOTTOM OF DATA                                                              |                         |                    |
| PF13-F270                                                                   |                         |                    |

FILE MAINTENANCE OPTIONS

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4. Press [PF7] to return to the first screen (page up).

|                                                                             |                         |                    |
|-----------------------------------------------------------------------------|-------------------------|--------------------|
| ( F270 )                                                                    | ADDRESS DELETION SCREEN | MM/DD/YY           |
|                                                                             |                         | HH:MM:SS           |
| ACCT NO: S123456789                                                         |                         |                    |
| PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):                                |                         |                    |
| 1612 6TH AVE SE                                                             | CITY: CEDAR RAPIDS      |                    |
|                                                                             | ST/ZIP: IA 52403-2535   |                    |
| ADD SRC: 70                                                                 | ADDR STA:               | CHG DATE: 07/19/93 |
| -----                                                                       |                         |                    |
| _ 525 TIROL CT                                                              | CITY: MILPITAS          |                    |
|                                                                             | ST/ZIP: CA 95035-2535   |                    |
| ADD SRC: 47                                                                 | ADDR STA:               | CHG DATE: 08/03/93 |
| -----                                                                       |                         |                    |
| _ 344 17TH ST SE                                                            | CITY: CEDAR RAPIDS      |                    |
|                                                                             | ST/ZIP: IA 52403-2535   |                    |
| ADD SRC: 20                                                                 | ADDR STA: U             | CHG DATE: 06/10/93 |
| -----                                                                       |                         |                    |
| _ 1675 STONE ST                                                             | CITY: WASHINGTON        |                    |
|                                                                             | ST/ZIP: DC 20002        |                    |
| ADD SRC: 47                                                                 | ADDR STA:               | CHG DATE: 08/15/92 |
| -----                                                                       |                         |                    |
| PLACE A "D" NEXT TO EACH ADDRESS YOU WISH TO DELETE, THEN PRESS THE PF6 KEY |                         |                    |
| PF13-F270                                                                   |                         |                    |



## FILE MAINTENANCE

5. Pressing [PF7] again displays the TOP OF DATA message on the screen, ensuring the user that no more addresses are associated with this account.

```
( F270 )                      ADDRESS DELETION SCREEN                      MM/DD/YY
                                HH:MM:SS

ACCT NO:  S123456789
PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):
1612 6TH AVE SE                CITY:  CEDAR RAPIDS
                                ST/ZIP:  IA  52403-2535
                                ADDSRC:  70   ADDRSTA:  CHG DATE: 07/19/93
-----
_ 525 TIROL CT                 CITY:  MILPITAS
                                ST/ZIP:  CA  95035-2535
                                ADDSRC:  47   ADDRSTA:  CHG DATE: 08/03/93
_ 344 17TH ST SE              CITY:  CEDAR RAPIDS
                                ST/ZIP:  IA  52403-2535
                                ADDSRC:  20   ADDRSTA:  U    CHG DATE: 06/10/93
_ 1675 STONE ST               CITY:  WASHINGTON
                                ST/ZIP:  DC  20002
                                ADDSRC:  47   ADDRSTA:  CHG DATE: 08/15/92

PLACE A "D" NEXT TO EACH ADDRESS YOU WISH TO DELETE, THEN PRESS THE PF6 KEY TOP
OF DATA

PF13-F270
```

## FILE MAINTENANCE OPTIONS

6. Place a 'D' next to any address on the screen you wish to delete.

|                                                                             |                         |                    |
|-----------------------------------------------------------------------------|-------------------------|--------------------|
| ( F270 )                                                                    | ADDRESS DELETION SCREEN | MM/DD/YY           |
|                                                                             |                         | HH:MM:SS           |
| ACCT NO: S123456789                                                         |                         |                    |
| PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):                                |                         |                    |
| 1612 6TH AVE SE                                                             | CITY: CEDAR RAPIDS      |                    |
|                                                                             | ST/ZIP: IA 52403-2535   |                    |
| ADD SRC: 70                                                                 | ADDR STA:               | CHG DATE: 07/19/93 |
| -----                                                                       |                         |                    |
| _ 525 TIROL CT                                                              | CITY: MILPITAS          |                    |
|                                                                             | ST/ZIP: CA 95035-2535   |                    |
| ADD SRC: 47                                                                 | ADDR STA:               | CHG DATE: 08/03/93 |
| D 344 17TH ST SE                                                            | CITY: CEDAR RAPIDS      |                    |
|                                                                             | ST/ZIP: IA 52403-2535   |                    |
| ADD SRC: 20                                                                 | ADDR STA: U             | CHG DATE: 06/10/93 |
| _ 1675 STONE ST                                                             | CITY: WASHINGTON        |                    |
|                                                                             | ST/ZIP: DC 20002        |                    |
| ADD SRC: 47                                                                 | ADDR STA:               | CHG DATE: 08/15/92 |
| PLACE A "D" NEXT TO EACH ADDRESS YOU WISH TO DELETE, THEN PRESS THE PF6 KEY |                         |                    |
| PF13-F270                                                                   |                         |                    |

## FILE MAINTENANCE

7. After typing a "D" next to each address to be deleted, press **[PF6]**. The message ADDRESS(ES) MARKED FOR DELETION PRESS PF6 CONFIRM is displayed.

|                                                   |                         |                    |
|---------------------------------------------------|-------------------------|--------------------|
| ( F270 )                                          | ADDRESS DELETION SCREEN | MM/DD/YY           |
|                                                   |                         | HH:MM:SS           |
| ACCT NO: S123456789                               |                         |                    |
| PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):      |                         |                    |
| 1612 6TH AVE SE                                   | CITY: CEDAR RAPIDS      |                    |
|                                                   | ST/ZIP: IA 52403-2535   |                    |
| ADD SRC: 70                                       | ADDR STA:               | CHG DATE: 07/19/93 |
| -----                                             |                         |                    |
| _ 525 TIROL CT                                    | CITY: MILPITAS          |                    |
|                                                   | ST/ZIP: CA 95035-2535   |                    |
| ADD SRC: 47                                       | ADDR STA:               | CHG DATE: 08/03/93 |
| D 344 17TH ST SE                                  | CITY: CEDAR RAPIDS      |                    |
|                                                   | ST/ZIP: IA 52403-2535   |                    |
| ADD SRC: 20                                       | ADDR STA: U             | CHG DATE: 06/10/93 |
| _ 1675 STONE ST                                   | CITY: WASHINGTON        |                    |
|                                                   | ST/ZIP: DC 20002        |                    |
| ADD SRC: 47                                       | ADDR STA:               | CHG DATE: 08/15/92 |
| ADDRESS(ES) MARKED FOR DELETION PRESS PF6 CONFIRM |                         |                    |
| PF13-F270                                         |                         |                    |

## FILE MAINTENANCE OPTIONS

8. To confirm the delete request, press [PF6] again. The message 001 ADDRESS RECORDS HAVE BEEN DELETED is displayed.

| ( F270 )                                     | ADDRESS DELETION SCREEN | MM/DD/YY           |
|----------------------------------------------|-------------------------|--------------------|
|                                              |                         | HH:MM:SS           |
| ACCT NO: S123456789                          |                         |                    |
| PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION): |                         |                    |
| 1612 6TH AVE SE                              | CITY: CEDAR RAPIDS      |                    |
|                                              | ST/ZIP: IA 52403-2535   |                    |
| ADD SRC: 70                                  | ADDR STA:               | CHG DATE: 07/19/93 |
| -----                                        |                         |                    |
| _ 525 TIROL CT                               | CITY: MILPITAS          |                    |
|                                              | ST/ZIP: CA 95035-2535   |                    |
| ADD SRC: 47                                  | ADDR STA:               | CHG DATE: 08/03/93 |
| D 344 17TH ST SE                             | CITY: CEDAR RAPIDS      |                    |
|                                              | ST/ZIP: IA 52403-2535   |                    |
| ADD SRC: 20                                  | ADDR STA: U             | CHG DATE: 06/10/93 |
| _ 1675 STONE ST                              | CITY: WASHINGTON        |                    |
|                                              | ST/ZIP: DC 20002        |                    |
| ADD SRC: 47                                  | ADDR STA:               | CHG DATE: 08/15/92 |
| 001 ADDRESS RECORDS HAVE BEEN DELETED        |                         |                    |
| PF13-F270                                    |                         |                    |

## FILE MAINTENANCE

9. If the user enters the same account number, the screen will display the primary address and the three remaining secondary addresses.

| ( F270 )                                                                    | ADDRESS DELETION SCREEN | MM/DD/YY<br>HH:MM:SS |
|-----------------------------------------------------------------------------|-------------------------|----------------------|
| ACCT NO: S123456789                                                         |                         |                      |
| PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):                                |                         |                      |
| 1612 6TH AVE SE                                                             |                         |                      |
| CITY: CEDAR RAPIDS                                                          |                         |                      |
| ST/ZIP: IA 52403-2535                                                       |                         |                      |
| ADD SRC: 70                                                                 | ADDR STA:               | CHG DATE: 07/19/93   |
| -----                                                                       |                         |                      |
| - 525 TIROL CT                                                              | CITY: MILPITAS          |                      |
|                                                                             | ST/ZIP: CA 95035-2535   |                      |
| ADD SRC: 47                                                                 | ADDR STA:               | CHG DATE: 08/03/93   |
| - 1675 STONE ST                                                             | CITY: WASHINGTON        |                      |
|                                                                             | ST/ZIP: DC 20002        |                      |
| ADD SRC: 47                                                                 | ADDR STA:               | CHG DATE: 08/15/92   |
| - 100 TIROL CT                                                              | CITY: MILPITAS          |                      |
|                                                                             | ST/ZIP: CA 95035-2535   |                      |
| ADD SRC: 47                                                                 | ADDR STA:               | CHG DATE: 09/16/90   |
| PLACE A "D" NEXT TO EACH ADDRESS YOU WISH TO DELETE, THEN PRESS THE PF6 KEY |                         |                      |
| PF13-F270                                                                   |                         |                      |

## FILE MAINTENANCE OPTIONS

```

( F270 )                ADDRESS DELETION SCREEN                11/05/98
  11:36
ACCT NO:  <1>
PRIMARY ADDRESS (NOT ELIGIBLE FOR DELETION):
<2>                CITY:  <2>
                   ST/ZIP: <2>
ADD SRC:          ADDR STA:          CHG DATE:
-----
<3>                CITY:  <3>
                   ST/ZIP: <3>
ADD SRC:<4>        ADDR STA:<5>        CHG DATE:<6>
                   CITY:
                   ST/ZIP:
ADD SRC:          ADDR STA:          CHG DATE:
                   CITY:
                   ST/ZIP:
ADD SRC:          ADDR STA:          CHG DATE:
PLEASE ENTER THE ACCOUNT NUMBER AND PRESS <ENTER>
PF13-F270

```

## FIELD CONTENT - F270 - SECONDARY ADDRESS DELETION SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

|   | <u>Field Name</u>         | <u>Definition</u>                                                                                                                              |
|---|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | ACCT NO (M)               | Account number (SSN) for the account. 10 characters - "S" or "E" followed by nine numeric characters.                                          |
| 2 | PRIMARY ADDRESS (D)       | The street address, city, state, and zip code associated with this account number. This is a primary address; it is not eligible for deletion. |
| 3 | SECONDARY ADDRESS(ES) (D) | The secondary street address, city, state, and zip code associated with this account number. These address(es) are eligible for deletion.      |
| 4 | ADDRSRCE (D)              | Source code of the address.                                                                                                                    |

FILE MAINTENANCE

---

|   | <u>Field Name</u> | <u>Definition</u>                                                |
|---|-------------------|------------------------------------------------------------------|
| 5 | ADDRSTA (D)       | Delivery status of address.<br>V = Verified<br>U = Undeliverable |
| 6 | CHG DATE (D)      | Date address was last updated.                                   |





## APPENDIX A: SYSTEM MESSAGES



FILE MAINTENANCE

---

## F110 - Account Maintenance

Message

<ACCESS DENIED-NOT IN YOUR REGION>

<ACCT-BIRTH-DATE IS AN INVALID DATE>

<ACCT-BIRTH-DATE MAY NOT BE A FUTURE DATE>

<ACCT-ED-REGION INVALID>

<ACCT-ED-REGION MAY NOT BE CHANGED WHEN IN A COLLECTION AGENCY LOCATION>

<ACCT-LOC-CODE CHANGE IS INVALID>

<ACCT-LOC-CODE INVALID>

<ACCT-LOC-CODE MAY NOT BE CHANGED WHEN DEBT LOCATION CODES ARE SPLIT>

<ACCT-REFUND-FLG CODES ARE: N, Y, L, S, G>

<ACCOUNT CLOSED, MUST BE REOPENED>

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE/ AVAILABLE FOR UPDATE>

<ACCOUNT PENDING REASSIGNMENT, CANNOT BE UPDATED>

<AVAILABLE FOR UPDATE>

<CURRENT LOCATION CODE CANNOT BE REASSIGNED>

<INACTIVE LOCATION>

<INVALID ACCT ID>

Definition

The account region code does not match the user's region code.

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

The field entered must be less than or equal to the current date.

An invalid region has been entered.

The account record is located in a collection agency and the location code cannot be changed unless a recall is requested.

The requested change from the current location code is not permitted.

If the first two characters of ACCT-LOC-CODE are equal to "AG", the last three characters must be from 350-599.

When debt location codes are split, it is not possible to change the location codes.

These codes are the only valid codes for the field entered.

Acct-owner is in the range from ED083 and ED100. Acct-owner should be changed before any updates.

The account has been archived.

The account ID has been changed.

Reassignment has been previously requested. Record currently cannot be updated.

The account's information is available to be updated.

ACCT-OWNER is not in RTN-RECALL-REASON-TABLE.

Collection agency is inactive.

The first character of the account ID is not equal to "E" (Employer Identification Number) or "S" (Social Security Number), or characters two - ten are not numeric.

## APPENDIX A: SYSTEM MESSAGES

## F110 - Account Maintenance

| <u>Message</u>                                                           | <u>Definition</u>                                                                                                                                                                                                  |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <INVALID ACCT-LOC-CODE RECALL CODE>                                      | To recall an account from a collection agency, the appropriate code must be entered. Codes are listed in the field description of <u>ACCT-LOC-CODE</u> , found in Section 2.1., Screen F110 - Account Maintenance. |
| <INVALID KEY PRESSED>                                                    | An invalid [PF] key has been pressed.                                                                                                                                                                              |
| <LOCATION CODE CHANGE HAS BEEN PROCESSED>                                | Request has been completed.                                                                                                                                                                                        |
| <LOCATION WILL BE CHANGED TO ICRP LOCATION ED129>                        | Record is in ICRP location.                                                                                                                                                                                        |
| <LOCATION WILL BE CHANGED TO ICRP LOCATION ED716>                        | Record is in ICRP location.                                                                                                                                                                                        |
| <LOCATION WILL BE CHANGED TO ICRP LOCATION ED722>                        | Record is in ICRP location.                                                                                                                                                                                        |
| <NOT A VALID COLLECTION AGENCY>                                          | Combination of region and agency has not been found.                                                                                                                                                               |
| <NOT A VALID COLLECTION AGENCY FOR ACCOUNT>                              | Collection agency history record matching account was not found, or REGCOL-REC matching agency was not found.                                                                                                      |
| <ONLY ZEROES ARE PERMITTED IN THIS FIELD>                                | It was an attempt to change CHG-IRS-SKIP-TRACE-DATE to value other than zeroes.                                                                                                                                    |
| <RECORD NOT FOUND>                                                       | The account record has not been found on the data base.                                                                                                                                                            |
| <REGION MUST BE "04" WHEN DOING A REASSIGNMENT. PRESS ENTER TO CONTINUE> | Region other than "04" has been entered.                                                                                                                                                                           |
| <REQUEST FOR RECALL FROM AGENCY IS ALREADY PENDING>                      | Request has been completed; account will be recalled when batch processing has been completed.                                                                                                                     |
| <THIS ACCOUNT IS CO-MADE WITH ACCOUNT S999999999>                        | This is a warning message that the account is co-made. The comaker SSN is displayed.                                                                                                                               |
| <UPDATE COMPLETED-RECALL FROM AGENCY IS PENDING>                         | Request has been completed, account will be recalled when batch processing is completed.                                                                                                                           |
| <UPDATE COMPLETED>                                                       | The attempt to update has been successful.                                                                                                                                                                         |
| <UPDATE COMPLETED - REMOVED ACCT INVOLUNTARILY FROM DDP>                 | Account has been removed involuntarily from the Direct Debit Program.                                                                                                                                              |
| <UPDATE DENIED - CURRENT FDP STATUS IS 4 OR 5>                           | FDPSTAT-STATUS is equal to "4" or "5".                                                                                                                                                                             |
| <USER NOT AUTHORIZED FOR TRANSACTION>                                    | User is not authorized to do reassignments to a collection agency.                                                                                                                                                 |

FILE MAINTENANCE

---

F110 - Account Maintenance

Message

<VALID ACCT-SSA-CODE(S) ARE: N  
OR V>

Definition

A value other than N or V has been entered for the ACCT-  
SSA-CODE.

## APPENDIX A: SYSTEM MESSAGES

---

FILE MAINTENANCE

---

## F115 - Account Recall/Return Reason Maintenance

Message

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

<ACCOUNT HAS CHANGED LOCATIONS SINCE RETURN /RECALL>

<ACCOUNT IS AT A CLOSED LOCATION, NO CHANGES ALLOWED>

<ACCOUNT IS AT A COLLECTION AGENCY>

<ACCOUNT NUMBER WAS CHANGED; PRESS <ENTER> TO CONTINUE>

<ACCOUNT PENDING REASSIGNMENT, CANNOT BE UPDATED>

<ENTER THE NEW RETURN REASON CODE AND PRESS <ENTER>>

<INVALID RETURN REASON CODE, PLEASE TRY AGAIN>

<NO CHANGES CAN BE MADE, PRIOR LOCATION IS NOT AN AGENCY>

<NO COAGHISTORY-REC FOUND FOR THIS ACCOUNT>

<PLEASE ENTER THE ACCOUNT NUMBER AND PRESS <ENTER>>

<PRESS <ENTER> TO CONFIRM RETURN REASON CODE CHANGE>

<RECALL/REASON CODE CHANGE HAS BEEN PROCESSED>

<YOU ENTERED AN INVALID ACCOUNT NUMBER PLEASE TRY AGAIN>

<YOU HAVE PRESSED AN INVALID KEY>

Definition

Account is no longer on the database, it has been archived to tape.

The location code is not the same as when it was returned or recalled which is not permitted.

Since the account is at a closed location code, no changes will be processed.

The account is at a collection agency and cannot be changed.

The Account Number has been changed to a new number.

A Recall/Return Code modification has been previously requested for this account.

Prompts the user to enter the new Return Reason Code.

An invalid Return Reason code was entered.

The prior location is not owned by a collection agency, no changes are permitted.

No Collection Agency History Record corresponds to this account.

Prompts the user to enter the Account Number.

Prompts the user to confirm a change to the Return Reason code.

A TABENT-REC has been created containing the information needed to change the Recall/Reason Code.

The Account Number entered cannot be located in the data base.

An invalid key has been pressed.

## APPENDIX A: SYSTEM MESSAGES

---



## FILE MAINTENANCE

## F120 - Debt Management

| <u>Message</u>                                                             | <u>Definition</u>                                                                                                       |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <ACCESS DENIED - NOT IN YOUR REGION>                                       | The debt region code does not match the user's region code.                                                             |
| <AVAILABLE FOR UPDATE>                                                     | The account's information is available to be updated.                                                                   |
| <DEBT-CLAIM-REASON CODES ARE: 0,1>                                         | These codes are the only valid codes for the field entered.                                                             |
| <DEBT-CLAIM-REASON CODES ARE: 1>                                           | These codes are the only valid codes for the field entered.                                                             |
| <DEBT-CLAIM-REASON CODES ARE: 1,2,3,4,7>                                   | These codes are the only valid codes for the field entered.                                                             |
| <DEBT-COLL-FEE-CAP CANNOT BE NEGATIVE>                                     | The field entered must have a positive value.                                                                           |
| <DEBT-COLL-FEE-CAP MAY HAVE NO MORE THAN 2 DECIMAL POSITIONS TO THE LEFT>  | The field entered has an excess of two digits before the decimal position.                                              |
| <DEBT-COLL-FEE-CAP MAY HAVE NO MORE THAN 6 DECIMAL POSITIONS TO THE RIGHT> | The field entered has an excess of six digits after the decimal position.                                               |
| <DEBT-COLL-FEE-CAP MUST BE >= 0.10>                                        | The fee cap entered must have a value larger than .10.                                                                  |
| <DEBT-COLL-FEE-CAP MUST BE NUMERIC>                                        | The field entered must contain only numbers.                                                                            |
| <DEBT-DEFAULT-DATE IS AN INVALID DATE>                                     | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range. |
| <DEBT-DEFAULT-DATE MAY NOT BE A FUTURE DATE>                               | The field entered must be less than or equal to the current date.                                                       |
| <DEBT-INT-RATE MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE LEFT>         | The field entered is greater than 99.                                                                                   |
| <DEBT-INT-RATE MAY HAVE NO MORE THAN 6 DECIMAL PLACES TO THE RIGHT>        | The field entered has an excess of six digits following the decimal point.                                              |
| <DEBT-INT-RATE MAY NOT BE NEGATIVE>                                        | The field entered must have a positive value.                                                                           |
| <DEBT-INT-RATE MUST BE NUMERIC>                                            | The field entered must contain only numbers.                                                                            |
| <DEBT-INT-RATE MUST BE 0.01 TO 0.99>                                       | The interest rate must not be lower than 0.01 (1%), nor higher than 0.99 (99%).                                         |
| <DEBT-LOC-CODE CHANGE IS INVALID>                                          | An invalid code change has been entered.                                                                                |

## APPENDIX A: SYSTEM MESSAGES

F120 - Debt Management

| <u>Message</u>                                                       | <u>Definition</u>                                                                                                                                              |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <DEBT-LOC-CODE IS AN INVALID CODE>                                   | The location code entered is not numeric or a match was not found on the location codes table.                                                                 |
| <DEBT-LOC-CODE IS AN INVALID CODE FOR DEBT-ED-REGN>                  | The location code entered is invalid for the ED region.                                                                                                        |
| <DEBT-LOC-CODE MAY NOT BE CHANGED FROM A COLLECTION AGENCY LOCATION> | The debt is located in an illegal change from location.                                                                                                        |
| <DEBT-LOC-CODE PREFIX MUST EQUAL "ED">                               | The location code entered has an invalid prefix.                                                                                                               |
| <DEBT-OLID-SID IS AN INVALID LENDER CODE>                            | An invalid code has been entered.                                                                                                                              |
| <DEBT-OLID-SID IS AN INVALID SCHOOL CODE>                            | An invalid code has been entered.                                                                                                                              |
| <DEBT-OLID-SID MUST BE NUMERIC>                                      | The field entered must contain only numbers.                                                                                                                   |
| <DEBT-RECEIVE-DATE IS AN INVALID DATE>                               | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.                                        |
| <DEBT-RECEIVE-DATE MAY NOT BE A FUTURE DATE>                         | The field entered must be less than or equal to the current date.                                                                                              |
| <DEBT-SENDING-OFFICE IS AN INVALID CODE>                             | An invalid code has been entered.                                                                                                                              |
| <INTEREST DEDUCTION MONTHS MUST BE 00 - 60>                          | The field entered must be in the range indicated.                                                                                                              |
| <INTEREST RATE TYPE MUST BE A, B, F, OR 8>                           | An invalid type was entered.                                                                                                                                   |
| <INVALID COMPLIANCE CONDITION ENTERED>                               | An invalid code was entered.                                                                                                                                   |
| <INVALID DEBT ID>                                                    | The first character of the debt ID is not equal to "F" (FISL), "N" (NDSL), "G" (GSL), "D" (FDSL), or "P" (POVR), or characters two through 16 are not numeric. |
| <INVALID KEY PRESSED>                                                | An invalid <b>[PF]</b> key has been pressed.                                                                                                                   |
| <PRIMARY NAME NOT FOUND ON DATA BASE>                                | Primary name has not been found on the data base.                                                                                                              |
| <RECORD NOT FOUND>                                                   | The debt record has not been found on the data base.                                                                                                           |

FILE MAINTENANCE

---

F120 - Debt Management

Message

<SEPARATE LOAN INDICATOR MUST  
BE A - Z OR SPACES>

<UPDATE COMPLETED>

<UPDATE COMPLETED ==>WARNING  
CO-MADE DEBT. CO-MAKER IS  
S999999999>

Definition

An invalid indicator was entered.

The attempt to update has been successful.

This is a warning message that the debt is co-made. The  
comaker SSN is displayed.



## FILE MAINTENANCE

## F130 - FISL Program Maintenance

MessageDefinition

<ACCESS DENIED - NOT IN YOUR REGION>

The FISL region code does not match the user's region code.

<AVAILABLE FOR UPDATE>

The account's information is available to be updated.

<FISL-CLAIM-REASON CODES ARE: 1, 2, 3, 4, 7,>

These codes are the only valid codes for the field entered.

<FISL-CLAIMING-LENDER IS AN INVALID CODE>

An invalid code has been entered.

<FISL-CLAIMING-LENDER MUST BE NUMERIC>

The field entered must contain only numbers.

<FISL-CLM-APPROVAL-DATE MAY NOT BE A FUTURE DATE>

The field entered must be less than or equal to the current date.

<FISL-CLM-APPROVAL-DATE IS AN INVALID DATE>

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

<FISL-DEFAULT-DATE IS AN INVALID DATE>

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

<FISL-DEFAULT-DATE MAY NOT BE A FUTURE DATE>

The field entered must be less than or equal to the current date.

<FISL-LENDER-APPLY-DATE IS AN INVALID DATE>

The date entered is not in a valid format or is no a valid date. For example, the day, month or year is out of range.

<FISL-LENDER-APPLY-DATE MAY NOT BE A FUTURE DATE>

The field entered must be less than or equal to the current date.

<FISL-LENDER-PRIN MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT>

The field entered has an excess of two digits following the decimal point.

<FISL-LENDER-PRIN MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>

The field entered has an excess of eight digits preceding the decimal point.

<FISL-LENDER-PRIN MAY NOT BE NEGATIVE>

The field entered must have a positive value.

<FISL-LENDER-PRIN MUST BE NUMERIC>

The field entered must contain only numbers.

<FISL-ORIG-DEBT-AMT MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT>

The field entered has an excess of two digits following the decimal point.

<FISL-ORIG-DEBT-AMT MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>

The field entered has an excess of eight digits preceding the decimal point.

<FISL-ORIG-DEBT-AMT MAY NOT BE NEGATIVE>

The field entered must have a positive value.

## APPENDIX A: SYSTEM MESSAGES

F130 - FISL Program Maintenance

| <u>Message</u>                                                            | <u>Definition</u>                                                                                                       |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <FISL-ORIG-DEBT-AMT MUST BE NUMERIC>                                      | The field entered must only contain numbers.                                                                            |
| <FISL-ORIG-INT-RATE MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE LEFT>   | The field entered is greater than 99.                                                                                   |
| <FISL-ORIG-INT-RATE MAY HAVE NO MORE THAN 6 DECIMAL PLACES TO THE RIGHT>  | The field entered has an excess of six digits following the decimal point.                                              |
| <FISL-ORIG-INT-RATE MAY NOT BE NEGATIVE>                                  | The field entered must have a positive value.                                                                           |
| <FISL-ORIG-INT-RATE MUST BE NUMERIC>                                      | The field entered must contain only numbers.                                                                            |
| <FISL-ORIG-INT-RATE MUST BE 0.01 TO 0.99>                                 | The interest rate must not be lower than 0.01 (1%), nor higher than 0.99 (99%).                                         |
| <FISL-SCHOOL-NBR IS AN INVALID CODE>                                      | An invalid code has been entered.                                                                                       |
| <FISL-SCHOOL-NBR MUST BE NUMERIC>                                         | The field entered must contain only numbers.                                                                            |
| <FISL-SUBS-GUAR-PRIN MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT> | The field entered has an excess of two digits following the decimal point.                                              |
| <FISL-SUBS-GUAR-PRIN MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>  | The field entered has an excess of eight digits preceding the decimal point.                                            |
| <FISL-SUBS-GUAR-PRIN MAY NOT BE NEGATIVE>                                 | The field entered must have a positive value.                                                                           |
| <FISL-SUBS-GUAR-PRIN MAY NOT BE ZERO>                                     | The field entered must contain an amount other than zero.                                                               |
| <FISL-SUBS-GUAR-PRIN MUST BE NUMERIC>                                     | The field entered must contain only numbers.                                                                            |
| <FISL-WITHDRAWL-DATE IS AN INVALID DATE>                                  | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range. |
| <FISL-WITHDRAWL-DATE MAY NOT BE A FUTURE DATE>                            | The field entered must be less than or equal to the current date.                                                       |
| <INVALID FISL ID>                                                         | The first character of the FISL ID is not "F", or characters two through 16 are not numeric.                            |
| <INVALID KEY PRESSED>                                                     | An invalid <b>[PF]</b> key has been pressed.                                                                            |

FILE MAINTENANCE

---

F130 - FISL Program Maintenance

MessageDefinition

&lt;MUST FOLLOW ...&gt;

A date relationship exists.

&lt;MUST PRECEDE ...&gt;

A date relationship exists.

<PRIMARY NAME NOT FOUND ON  
DATA BASE>

Primary name has not been found on the data base.

&lt;RECORD NOT FOUND&gt;

The FISL record has not been found on the data base.

&lt;UPDATE COMPLETED&gt;

The attempt to update has been successful.





FILE MAINTENANCE

---

## F140 - NDSL Program Maintenance

Message

<ACCESS DENIED - NOT IN YOUR REGION>

<AVAILABLE FOR UPDATE>

<INVALID KEY PRESSED>

<INVALID NDSL ID>

<MUST FOLLOW . . .>

<MUST PRECEDE . . .>

<NDSL-ACCELERATED-DATE IS AN INVALID DATE>

<NDSL-ACCELERATED-DATE MAY NOT BE A FUTURE DATE>

<NDSL-ACCELERATED-FLG CODES ARE: N, Y>

<NDSL-ASGN-CLOS-FLG CODES ARE: A, X, C>

<NDSL-CERT-DATE IS AN INVALID DATE>

<NDSL-CERT-DATE MAY NOT BE A FUTURE DATE>

<NDSL-CNCL-DEFL-END-DATE IS AN INVALID DATE>

<NDSL-CNCL-DEFL-END-DATE MAY NOT BE A FUTURE DATE>

<NDSL-CNCL-DEFL-FR-DT IS AN INVALID DATE>

<NDSL-CNCL-DEFL-FR-DT MAY NOT BE A FUTURE DATE>

<NDSL-CNCL-DEFL-MONTHS MUST BE NUMERIC>

<NDSL-CNCL-DEFL-TO-DT IS AN INVALID DATE>

Definition

The NDSL region code contained in the corresponding debt record does not match the user's region code.

The NDSL account is available to be updated.

An invalid **[PF]** key has been pressed.

The first character of the NDSL ID is not "N", or characters two through 16 are not numeric.

A date relationship exists.

A date relationship exists.

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

The field entered must be less than or equal to the current date.

These codes are the only valid codes for the field entered.

These codes are the only valid codes for the field entered.

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

The field entered must be less than or equal to the current date.

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

The field entered must be less than or equal to the current date.

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

The field entered must be less than or equal to the current date.

The field entered must contain only numbers.

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

## APPENDIX A: SYSTEM MESSAGES

F140 - NDSL Program Maintenance

| <u>Message</u>                                                        | <u>Definition</u>                                                                                                       |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <NDSL-CNCL-DEFL-TO-DT MAY NOT BE A FUTURE DATE>                       | The field entered must be less than or equal to the current date.                                                       |
| <NDSL-CR-BUR-DATE IS AN INVALID DATE>                                 | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range. |
| <NDSL-CR-BUR-DATE MAY NOT BE A FUTURE DATE>                           | The field entered must be less than or equal to the current date.                                                       |
| <NDSL-DEFAULT-DATE IS AN INVALID DATE>                                | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range. |
| <NDSL-DEFAULT-DATE MAY NOT BE A FUTURE DATE>                          | The field entered must be less than or equal to the current date.                                                       |
| <NDSL-DEPARTURE-DATE IS AN INVALID DATE>                              | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range. |
| <NDSL-DEPARTURE-DATE MAY NOT BE A FUTURE DATE>                        | The field entered must be less than or equal to the current date.                                                       |
| <NDSL-INT-CANCEL MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT> | The field entered has an excess of two digits following the decimal point.                                              |
| <NDSL-INT-CANCEL MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>  | The field entered has an excess of eight digits preceding the decimal point.                                            |
| <NDSL-INT-CANCEL MAY NOT BE NEGATIVE>                                 | The field entered must have a positive value.                                                                           |
| <NDSL-INT-CANCEL MUST BE NUMERIC>                                     | The field entered must contain only numbers.                                                                            |
| <NDSL-INT-REPAID MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT> | The field entered has an excess of two digits following the decimal point.                                              |
| <NDSL-INT-REPAID MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>  | The field entered has an excess of eight digits preceding the decimal point.                                            |
| <NDSL-INT-REPAID MAY NOT BE NEGATIVE>                                 | The field entered must have a positive value.                                                                           |
| <NDSL-INT-REPAID MUST BE NUMERIC>                                     | The field entered must contain only numbers.                                                                            |
| <NDSL-LAST-GRA-PER-DATE IS AN INVALID DATE>                           | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range. |
| <NDSL-LAST-GRA-PER-DATE MAY NOT BE A FUTURE DATE>                     | The field entered must be less than or equal to the current date.                                                       |

FILE MAINTENANCE

---

## F140 - NDSL Program Maintenance

MessageDefinition

<NDSL-LITIGATED-DATE IS AN  
INVALID DATE>

The date entered is not in a valid format or is not a valid date.  
For example, the day, month, or year is out of range.

<NDSL-LITIGATED-DATE MAY NOT  
BE A FUTURE DATE>

The field entered must be less than or equal to the current  
date.

<NDSL-LITIGATED-FLG CODES ARE:  
N, Y>

These codes are the only valid codes for the field entered.

<NDSL-LOAN-TYPE CODES ARE: I, E,  
P>

These codes are the only valid codes for the field entered.

<NDSL-ORIG-INT-RATE MAY HAVE  
NO MORE THAN 2 DECIMAL PLACES  
TO THE LEFT>

The field entered is greater than 99.

<NDSL-ORIG-INT-RATE MAY HAVE  
NO MORE THAN 6 DECIMAL PLACES  
TO THE RIGHT>

The field entered has an excess of six digits following the  
decimal point.

<NDSL-ORIG-INT-RATE MAY NOT BE  
NEGATIVE>

The field entered must have a positive value.

<NDSL-ORIG-INT-RATE MUST BE  
NUMERIC>

The field entered must contain only numbers.

<NDSL-ORIG-INT-RATE MUST BE 0.01  
TO 0.99>

The interest rate must not be lower than 0.01 (1%), nor  
higher than 0.99 (99%).

<PRIMARY NAME NOT FOUND ON  
DATA BASE>

Primary name has not been found on the data base.

<RECORD NOT FOUND>

The NDSL record has not been found on the data base.

<UPDATE COMPLETED>

The attempt to update the record was successful.



FILE MAINTENANCE

---

## F150 - External Organization Maintenance

MessageDefinition

|                                      |                                                                                                 |
|--------------------------------------|-------------------------------------------------------------------------------------------------|
| <ADDR LINE 1 IS A REQUIRED FIELD>    | The first line of the address is a mandatory field.                                             |
| <ADDR LINE MAY NOT BE NUMERIC>       | The field entered cannot contain all numbers.                                                   |
| <AVAILABLE FOR UPDATE>               | The account's information is available to be updated.                                           |
| <CITY IS A REQUIRED FIELD>           | This field is mandatory.                                                                        |
| <CITY MAY NOT BE NUMERIC>            | The field entered cannot contain all numbers.                                                   |
| <INVALID KEY PRESSED>                | An invalid [PF] key has been pressed.                                                           |
| <IN-STATE PHONE MUST BE NUMERIC>     | The field entered must contain only numbers.                                                    |
| <LOCAL PHONE MUST BE NUMERIC>        | The field entered must contain only numbers.                                                    |
| <NAME IS A REQUIRED FIELD>           | This field is mandatory.                                                                        |
| <NAME MAY NOT BE NUMERIC>            | The field entered cannot contain all numbers.                                                   |
| <ORG ID IS A REQUIRED FIELD>         | This field is mandatory.                                                                        |
| <OUT-OF-STATE PHONE MUST BE NUMERIC> | The field entered must contain all numbers.                                                     |
| <RECORD MAY BE ADDED>                | No current record for this organization, a record may be added.                                 |
| <STATE IS AN INVALID CODE>           | An invalid state code has been entered.                                                         |
| <UPDATE COMPLETED>                   | The attempt to update the account was successful.                                               |
| <ZIP 1-5 IS A REQUIRED FIELD>        | The first five characters of the zip code are mandatory.                                        |
| <ZIP 1-5 MAY NOT BE ZEROES>          | The first five characters of the zip code cannot contain all zeroes unless the state code = FC. |
| <ZIP 1-5 MUST BE NUMERIC>            | The field entered must contain only numbers.                                                    |
| <ZIP 1-5 MUST BE ZEROES>             | The field entered must contain all zeroes.                                                      |
| <ZIP 6-9 MUST BE NUMERIC OR SPACES>  | The field entered must contain either numbers or spaces.                                        |
| <ZIP 6-9 MUST BE ZEROES>             | The field entered must contain all zeroes.                                                      |



## FILE MAINTENANCE

F160 - Account Consolidation

| <u>Message</u>                                   | <u>Definition</u>                                                                       |
|--------------------------------------------------|-----------------------------------------------------------------------------------------|
| <ACCESS DENIED - NOT IN YOUR REGION>             | The account is not located in your region and cannot be processed.                      |
| <ACCOUNT AVAILABLE FOR UPDATE>                   | The account is available to be updated.                                                 |
| <ACCOUNT NUMBER IS CHANGED>                      | The attempt to change the account number was successful.                                |
| <ACCOUNT UPDATED>                                | The attempt to update the account was successful.                                       |
| <CUR ACCT NOT FOUND>                             | The current account record has not been found on the data base.                         |
| <ENTER C FOR ACCT CHANGE>                        | A "C" must be entered in the <u>ACTION</u> field to change the value of an SSN.         |
| <FIRST PAGE>                                     | The first page of information is displayed; no further scrolling back is allowed.       |
| <FIRST SCREEN>                                   | The first screen of information is displayed; no further scrolling back is allowed.     |
| <INVALID ACCT NUM>                               | The receiving account ID must contain either an "S" or an "E" followed by nine numbers. |
| <INVALID KEY PRESSED>                            | An invalid key has been pressed.                                                        |
| <INVALID MOVE CODE>                              | The only valid values for the move code are "T" (terminate) and "M" (move).             |
| <INVALID RECEIVING ACCT ID>                      | The receiving account ID must contain either an "S" or an "E" followed by nine numbers. |
| <INVALID SENDING ACCT ID>                        | The sending account ID must contain either an "S" or an "E" followed by nine numbers.   |
| <LAST PAGE>                                      | The last page of information is displayed; no further scrolling forward is allowed.     |
| <LAST SCREEN>                                    | The last screen of information is displayed; no further scrolling forward is allowed.   |
| <***M** IS INVALID SELECTION FOR THIS DEBT>      | An 'M' cannot be entered next to a debt which has a comaker relationship established.   |
| <NEW ACCOUNT NUMBER ALREADY EXISTS>              | The new account number already exists on the data base.                                 |
| <NO CHANGE; CURRENT ACCOUNT IS UNDER DOJ>        | The current account is under DOJ; no changes are allowed.                               |
| <NO CHANGE; FDP-SSN-ERROR-FLAG IS ON. CLEAR FDP> | The social security number error flag is on; no changes are allowed.                    |
| <NO CHANGE; FDP STATUS MUST NOT BE 4 OR 5>       | The federal defaulter status is in error; no changes are allowed.                       |

## APPENDIX A: SYSTEM MESSAGES

F160 - Account Consolidation

| <u>Message</u>                                     | <u>Definition</u>                                                                                                                                                                    |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <NO CHANGE; INVALID FDP STATUS>                    | The federal defaulter status is in error; no changes are allowed.                                                                                                                    |
| <ONE OF THE RECORDS IS LOCKED, PLEASE TRY LATER>   | The record cannot be opened at this time; try later.                                                                                                                                 |
| <PLEASE ENTER THE NEW ACCOUNT NUMBER>              | The new account number must be entered to process an account number alteration.                                                                                                      |
| <PLEASE PRESS ENTER KEY TO CHANGE THE ACCT NO.>    | Press the <b>[ENTER]</b> key to process the account Number change.                                                                                                                   |
| <RECEIVING ACCOUNT NOT FOUND>                      | The receiving account number has not been found on the data base.                                                                                                                    |
| <SENDING ACCOUNT NOT FOUND>                        | The sending account number has not been found on the data base.                                                                                                                      |
| <T IS INVALID SELECTION FOR THIS DEBT>             | A 'T' cannot be entered next to a debt which does not have a comaker relationship established.                                                                                       |
| <UPDATE DENIED; CURRENT ACCOUNT IS UNDER DOJ>      | The current account is under DOJ; no changes are allowed                                                                                                                             |
| <UPDATE DENIED; ENTER THE RECEIVING ACCT>          | This is a mandatory field.                                                                                                                                                           |
| <UPDATE DENIED; FDP-P-YR NOT EQUAL FDPSTAT-M-YR>   | The current FDP processing year contained in the FDP current record is not the same as the most recent FDP status; no changes are allowed.                                           |
| <UPDATE DENIED; FDP STATUS MUST NOT BE 4 OR 5>     | The federal defaulter status is in error; no changes are allowed.                                                                                                                    |
| <UPDATE DENIED; IRS OFFSET PENDING>                | If the account is under IRS Offset, a debt removal cannot take place. (An asterisk appears in the <u>IRS OFFSET</u> column.                                                          |
| <UPDATE DENIED; NEW ACCT NUMBER ALREADY EXISTS>    | The new account number has already been added; update denied.                                                                                                                        |
| <UPDATE DENIED; NO DEBT UNDER THE CURRENT ACCOUNT> | There is no debt in the current account; update denied.                                                                                                                              |
| <UPDATE DENIED; PAYMENT PENDING>                   | A payment is pending for the debt which is to be moved. Prior to the movement of the debt, the user must reverse all its payments. (An asterisk appears in the <u>PYMTS</u> column.) |
| <UPDATE DENIED; PAYTRX AMOUNT IS IN ERROR>         | PAYTRX amount is in error; update denied.                                                                                                                                            |
| <UPDATE DENIED; RECEIVING ACCT NOT FOUND>          | The receiving account number has not been found on the data base.                                                                                                                    |
| <UPDATE DENIED; SENDING ACCT NOT FOUND>            | The sending account number has not been found on the data base                                                                                                                       |



FILE MAINTENANCE

---

## F170 - Comaker Establishment

MessageDefinition

<ACCESS DENIED - ACCT NOT IN  
YOUR REGION>

The account region code does not match the user's region code.

<ACCESS DENIED - DEBT NOT IN  
YOUR REGION>

The debt region code does not match the user's region code.

<ACCT RECORD NOT FOUND>

The account record has not been found on the data base.

<COMAKER RELATIONSHIP  
ESTABLISHED>

The attempt to establish a comaker relationship was successful.

<DEBT RECORD NOT FOUND>

The debt record has not been found on the data base.

<INVALID COMAKER ACCT NO>

The first character of the comaker's account number is not an "E" (Employer Identification Number) or "S" (Social Security Number), or characters two through 10 are not numeric.

<INVALID DEBT ID>

The first character of the debt ID is not an "F" (FISL), "N" (NDSL), "G" (GSL), "D" (FDSL), or "P" (POVR), or characters two through 16 are not numeric.

<INVALID KEY PRESSED>

An invalid [PF] key has been pressed.

<PRESS PF5 TO CONFIRM REQUEST>

Press the required key to confirm the request.

<RELATIONSHIP ALREADY EXISTS>

A comaker or primary relationship already exists between the account and the debt.



## FILE MAINTENANCE

## F180 - GSL Program Maintenance

MessageDefinition

<ACCESS DENIED - NOT IN YOUR REGION>

The account's region code does not match the user's region code.

<AVAILABLE FOR UPDATE>

The account is available to be updated.

<DEBT RECORD NOT FOUND ON FILE>

The debt requested is invalid.

<[Field Name] MUST BE WITHIN 90 DAYS AFTER WITHDRAWAL-DATE>

Date must be within 90 days of the student's withdrawal date.

<FIRST-DISB-DATE MUST BE EQUAL TO DATE-ENT-REPAY>

Date of first disbursement must be equal to date entered repayment for the loan type.

<GSL-AMT-COLLECTED-BY-GA IS REQUIRED WHEN GSL-LAST-PMT-TO-GA-DATE NOT = ZEROES>

This field is mandatory when the date the last payment was made to the GA is not equal to zeroes.

<GSL-AMT-COLLECTED-BY-GA MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT>

The field entered has in excess of two digits following the decimal point.

<GSL-AMT-COLLECTED-BY-GA MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>

The field entered has in excess of eight digits preceding the decimal point.

<GSL-AMT-COLLECTED-BY-GA MAY NOT BE NEGATIVE>

The field entered must have a positive value.

<GSL-AMT-COLLECTED-BY-GA MUST BE NUMERIC>

The field entered must contain only numbers.

<GSL-AMT-GUARANTEED MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT>

The field entered has in excess of two digits following the decimal point.

<GSL-AMT-GUARANTEED MUST BE GREATER THAN OR EQUAL TO GSL-LOAN-AMT-DISBURSED>

The loan guaranty amount must be at least equal to the amount disbursed.

<GSL-AMT-GUARANTEED MUST BE GREATER THAN ZERO>

The field entered must contain an amount other than zero.

<GSL-AMT-GUARANTEED MUST BE LESS THAN \$70,000.00>

For a type of loan other than consolidated, the amount of loan guaranty exceeds the limit.

<GSL-AMT-GUARANTEED MUST BE LESS THAN \$200,000.00 FOR A "CONS" LOAN>

Amount of loan guaranty exceeds the limit for a consolidated loan.

## APPENDIX A: SYSTEM MESSAGES

F180 - GSL Program Maintenance

| <u>Message</u>                                                              | <u>Definition</u>                                                                                                                 |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <GSL-AMT-GUARANTEED MUST BE NUMERIC>                                        | The amount of loan guaranty must be numeric.                                                                                      |
| <GSL-CAP-INT MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT>           | The field entered has in excess of two digits following the decimal point.                                                        |
| <GSL-CAP-INT MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>            | The field entered has in excess of eight digits preceding the decimal point.                                                      |
| <GSL-CAP-INT MAY NOT BE NEGATIVE>                                           | The field entered must have a positive value.                                                                                     |
| <GSL-CAP-INT MUST BE NUMERIC>                                               | The field entered must contain only numbers.                                                                                      |
| <GSL-CLAIM-PAY-DATE IS AN INVALID DATE>                                     | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.           |
| <GSL-CLAIM-PAY-DATE MAY NOT BE A FUTURE DATE>                               | The date entered must be on or before today's date.                                                                               |
| <GSL-CLAIM-PAY-DATE MUST BE GREATER THAN GSL-DEFAULT-DATE OF [Date]>        | Date the claim was paid to the claiming lender must be after the date of default.                                                 |
| <GSL-CLAIM-PAY-DATE MUST BE GREATER THAN GSL-LAST-DISB-DATE OF [DATE]>      | The date the GA paid the claim to the claiming lender must be later than the date of the last disbursement by the lender.         |
| <GSL-CLAIM-PAY-DATE MUST BE GREATER THAN GSL-LOAN-GUARANTEE DATE OF [DATE]> | The date the GA paid the claim to the claiming lender must be later than the date the loan was approved by the lender.            |
| <GSL-CLAIM-PAY-DATE MUST BE PRIOR TO OR EQUAL TO GSL-CR-BUR-OCC-DATE>       | The date the GA paid the claim to the claiming lender must be earlier than or equal to the date the claim was paid to the lender. |
| <GSL-CLAIMING-LENDER IS AN INVALID CODE>                                    | An invalid code has been entered.                                                                                                 |
| <GSL-CLAIMING-LENDER MUST BE NUMERIC>                                       | The field entered must contain only numbers.                                                                                      |
| <GSL-CR-BUR-OCC-DATE IS AN INVALID DATE>                                    | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.           |
| <GSL-CR-BUR-OCC-DATE MAY NOT BE A FUTURE DATE>                              | The date entered must be on or before today's date.                                                                               |

## FILE MAINTENANCE

## F180 - GSL Program Maintenance

MessageDefinition

<GSL-CR-BUR-OCC-DATE MUST BE GREATER THAN GSL-DEFAULT-DATE OF [Date]>

Date the loan was first reported to the credit bureaus must be after the date of default.

<GSL-CR-BUR-OCC-DATE MUST BE GREATER THAN GSL-LAST-DISB-DATE OF [Date]>

Date first reported to credit bureaus must be after last disbursement date.

<GSL-CR-BUR-OCC-DATE MUST BE GREATER THAN GSL-LOAN-GUARANTEE-DATE OF [DATE]>

The date the claim was paid to the lender must be later than the date the loan was approved by the lender.

<GSL-CR-BUR-OCC-DATE MUST BE GREATER THAN OR EQUAL TO GSL-CLAIM-PAY-DATE>

The date the claim was paid to the lender must be later than or equal to the date the GA paid the claim to the claiming lender.

<GSL-DATE-ENT-REPAY IS AN INVALID DATE>

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

<GSL-DATE-ENT-REPAY MAY NOT BE A FUTURE DATE>

The date entered must be on or before today's date.

<GSL-DATE-ENT-REPAY MUST = GSL-FIRST-DISB-DATE OF [Date] FOR A "CONS" LOAN>

Dates must be equal for loan type.

<GSL-DATE-ENT-REPAY MUST = GSL-LAST-DISB-DATE OF [Date] FOR A "PLUS" LOAN>

Dates must be equal for loan type.

<GSL-DEFAULT-DATE IS AN INVALID DATE>

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

<GSL-DEFAULT-DATE MAY NOT BE A FUTURE DATE>

The date entered must be on or before today's date.

<GSL-DEFAULT-DATE MUST BE LATER THAN GSL-LAST-DISB-DATE>

The default date must be later than the date of the last disbursement by the lender.

<GSL-DEFAULT-DATE MUST BE PRIOR TO [Field Name] OF [Date]>

Date of default must precede the named date.

## APPENDIX A: SYSTEM MESSAGES

F180 - GSL Program Maintenance

| <u>Message</u>                                                                    | <u>Definition</u>                                                                                                       |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <GSL-FIRST-DISB-DATE IS AN INVALID DATE>                                          | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range. |
| <GSL-FIRST-DISB-DATE MAY NOT BE A FUTURE DATE>                                    | The date entered must be on or before today's date.                                                                     |
| <GSL-FIRST-DISB-DATE MUST BE GREATER THAN OR EQUAL TO GSL-LOAN-GUARANTEED-DATE>   | Date of first disbursement must not be before date of loan guaranty.                                                    |
| <GSL-FIRST-DISB-DATE MUST BE LESS THAN OR EQUAL TO GSL-LAST-DISB-DATE>            | Date of first disbursement must not be later than the date of last disbursement.                                        |
| <GSL-INT-120 MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT>                 | The field entered has in excess of two digits following the decimal point.                                              |
| <GSL-INT-120 MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>                  | The field entered has in excess of eight digits preceding the decimal point.                                            |
| <GSL-INT-120 MAY NOT BE NEGATIVE>                                                 | The field entered must have a positive value.                                                                           |
| <GSL-INT-120 MUST BE NUMERIC>                                                     | The field entered must contain only numbers.                                                                            |
| <GSL-INT-RATE-CAP MAY HAVE NO MORE THAN 6 DECIMAL PLACES TO THE RIGHT>            | The field entered has in excess of six digits following the decimal point.                                              |
| <GSL-INT-RATE-CAP MUST BE = OR > THAN DEBT INT RATE, WHEN RATE TYPE = "A" OR "B"> | Interest rate cap must not be less than current interest rate on variable rate loans.                                   |
| <GSL-INT-RATE-CAP MUST BE LESS THAN OR = TO 20% WHEN RATE TYPE = "A" OR "B">      | Interest rate cap exceeds limit for variable interest rate loan.                                                        |
| <GSL-INT-RATE-CAP MUST BE NUMERIC>                                                | The field entered must contain only numbers.                                                                            |
| <GSL-INT-RATE-CAP MUST BE ZEROES WHEN DEBT RATE TYPE = "8" OR "F">                | Interest rate cap must not exist for fixed-rate loans.                                                                  |

## FILE MAINTENANCE

## F180 - GSL Program Maintenance

MessageDefinition

GSL-INTEREST-RATE MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE LEFT>

The field entered is greater than 99.

<GSL-INTEREST-RATE MAY HAVE NO MORE THAN 6 DECIMAL PLACES TO THE RIGHT>

The field entered has in excess of six digits following the decimal point.

<GSL-INTEREST-RATE MUST BE BETWEEN 00.000001% AND 00.200000%>

The interest rate must not be higher than 20% unless litigated.

<GSL-INTEREST-RATE MUST BE NUMERIC>

The field entered must contain only numbers.

<GSL-JUDGEMENT-DATE IS AN INVALID DATE>

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

<GSL-JUDGEMENT-DATE IS REQUIRED WHEN GSL-LITIG-INDICATOR = "Y">

This is a mandatory field when the litigation indicator is 'Y'.

<GSL-JUDGEMENT-DATE MAY NOT BE A FUTURE DATE>

The date entered must be on or before today's date.

<GSL-JUDGEMENT -DATE MUST BE GREATER THAN GSL-DEFAULT-DATE OF [Date]>

Judgment date must be after the default date.

<GSL-JUDGEMENT -DATE MUST BE GREATER THAN GSL-LAST-DISB-DATE OF [Date]>

Judgment date must be after last disbursement date.

<GSL-JUDGEMENT -DATE MUST BE GREATER THAN GSL-LOAN-GUARANTEE-DATE OF [Date]>

Judgment date must be after date of loan guaranty.

<GSL-JUDGEMENT-DATE MUST BE PRIOR TO GSL-JUDGEMENT-EXP-DATE>

The date the lender or GA received a court-ordered judgment against the debtor must be later than the date the court-ordered judgment expires.

## APPENDIX A: SYSTEM MESSAGES

F180 - GSL Program Maintenance

| <u>Message</u>                                                            | <u>Definition</u>                                                                                                                          |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <GSL-JUDGEMENT-DATE MUST = ZEROES WHEN GSL-LITIG-INDICATOR = "N">         | The date the lender or GA received a court-ordered judgment against the debtor must equal zeroes when the litigation indicator equals "N". |
| <GSL-JUDGEMENT-EXP-DATE IS AN INVALID DATE>                               | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.                    |
| <GSL-JUDGEMENT-EXP-DATE IS REQUIRED WHEN GSL-LITIG-INDICATOR = "Y">       | This field is mandatory when the litigation indicator is "Y".                                                                              |
| <GSL-JUDGEMENT-EXP-DATE MUST BE GREATER THAN GSL-JUDGEMENT-DATE>          | The date the court-ordered judgment expires must be later than the date of the court-ordered judgment.                                     |
| <GSL-JUDGEMENT-EXP-DATE MUST = ZEROES WHEN GSL-LITIG-INDICATOR = "N">     | The date the court-ordered judgment expires must equal zeroes when the litigation indicator is "N".                                        |
| <GSL-LAST-DISB-DATE IS AN INVALID DATE>                                   | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.                    |
| <GSL-LAST-DISB-DATE MAY NOT BE A FUTURE DATE>                             | The date entered must be on or before today's date.                                                                                        |
| <GSL-LAST-DISB-DATE MUST BE GREATER THAN OR EQUAL TO GSL-FIRST-DISB-DATE> | Date of last disbursement must not be earlier than the date of first disbursement.                                                         |
| <GSL-LAST-DISB-DATE MUST BE PRIOR TO [Field Name] OF [Date]>              | Last disbursement date must precede the named date.                                                                                        |
| <GSL-LAST-DISB-DATE MUST BE PRIOR TO GSL-DEFAULT-DATE>                    | The date of the last disbursement by the lender must be earlier than the default date.                                                     |



## FILE MAINTENANCE

## F180 - GSL Program Maintenance

Message

<GSL.-LAST-DISB-DATE MUST = [Field Name] OF [Date] FOR A PLUS LOAN>

<GSL-LAST-PMT-TO-GA-DATE IS AN INVALID DATE>

<GSL-LAST-PMT-TO-GA-DATE IS REQUIRED WHEN GSL-AMT-COLLECTED-BY-GA IS > 0>

<GSL-LAST-PMT-TO-GA-DATE MAY NOT BE A FUTURE DATE>

<GSL-LAST-PMT-TO-GA-DATE MUST = ZEROES WHEN GSL-AMT-COLLECTED-BY-GA = 0>

<GSL-LENDER-PRIN MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT>

<GSL-LENDER-PRIN MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>

<GSL-LENDER-PRIN MUST BE GREATER THAN ZERO>

<GSL-LENDER-PRIN MUST BE LESS THAN OR EQUAL TO GSL-LOAN-AMT-DISBURSED>

<GSL-LENDER-PRIN MUST BE NUMERIC>

<GSL-LITIG-INDICATOR MUST = "N" WHEN GSL-JUDGEMENT-DATE = ZEROES>

<GSL-LITIG-INDICATOR MUST = "N" WHEN GSL-JUDGEMENT-EXP-DATE = ZEROES>

<GSL-LITIG-INDICATOR MUST = "Y" OR "N">

Definition

Last disbursement date must precede the named date.

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

This is a mandatory field when the total amount collected on this debt by the GA after the payment of the claim is greater than zero.

The date entered must be on or before today's date.

The date the last payment was made to the GA must equal zeroes when the total amount collected on this debt by the GA after the payment of the claim equals zeroes.

The field entered has in excess of two digits following the decimal point.

The field entered has in excess of eight digits preceding the decimal point.

The field entered must contain an amount other than zero.

The principal amount paid to the lender by the GA must be less than or equal to the loan amount disbursed to the student by the original lender.

The field entered must contain only numbers.

The litigation indicator must equal "N" when the date the lender or GA received a court-ordered judgment against the debtor equals zeroes.

The litigation indicator must equal "N" when the date the court-ordered judgment expires equals zeroes.

These values are the only valid responses this field.

## APPENDIX A: SYSTEM MESSAGES

F180 - GSL Program Maintenance

| <u>Message</u>                                                               | <u>Definition</u>                                                                                                                                  |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <GSL-LITIG-INDICATOR MUST = "Y" WHEN GSL-JUDGEMENT-DATE NOT = ZEROES>        | The litigation indicator must equal 'Y' when the date the lender or GA received a court-ordered judgment against the debtor does not equal zeroes. |
| <GSL-LOAN-AMT-DISBURSED MAY HAVE NO MORE THAN 2 DECIMAL PLACES TO THE RIGHT> | The field entered has in excess of two digits following the decimal point.                                                                         |
| <GSL-LOAN-AMT-DISBURSED MAY HAVE NO MORE THAN 8 DECIMAL PLACES TO THE LEFT>  | The field entered has in excess of eight digits preceding the decimal point.                                                                       |
| <GSL-LOAN-AMT-DISBURSED MUST BE GREATER THAN OR EQUAL TO GSL-LENDER-PRIN>    | The amount disbursed must be greater than or equal to the principal paid amount.                                                                   |
| <GSL-LOAN-AMT-DISBURSED MUST BE GREATER THAN ZERO>                           | The field entered must contain an amount other than zero.                                                                                          |
| <GSL-LOAN-AMT-DISBURSED MUST BE LESS THAN OR EQUAL TO GSL-AMT-GUARANTEED>    | The amount disbursed may not be greater than the amount guaranteed.                                                                                |
| <GSL-LOAN-AMT-DISBURSED MUST BE LESS THAN \$70,000.00>                       | Tor a type of loan other than consolidated, the amount disbursed exceeds the limit                                                                 |
| <GSL-LOAN-AMT-DISBURSED MUST BE LESS THAN \$200,000.00 FOR A "CONS" LOAN>    | The amount disbursed exceeds the limit for a consolidated loan.                                                                                    |
| <GSL-LOAN-AMT-DISBURSED MUST BE NUMERIC>                                     | The field entered must contain only numbers.                                                                                                       |
| <GSL-LOAN-GUARANTEE-DATE IS AN INVALID DATE>                                 | The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.                            |
| <GSL-LOAN-GUARANTEE-DATE MAY NOT BE A FUTURE DATE>                           | The date entered must be on or before today's date.                                                                                                |
| <GSL-LOAN-GUARANTEE-DATE MUST BE LATER THAN 11/07/1965>                      | The date must be after November 7, 1965.                                                                                                           |
| <GSL-LOAN-GUARANTEE-DATE MUST BE LESS THAN OR EQUAL TO GSL-FIRST-DISB-DATE>  | Date of loan guaranty must not be later than the date of first disbursement.                                                                       |
| <GSL-LOAN-GUARANTEE-DATE MUST BE LESS THAN OR EQUAL TO GSL-LAST-DISB-DATE>   | Date of loan guaranty must not be later than the date of last disbursement.                                                                        |

FILE MAINTENANCE

---

## F180 - GSL Program Maintenance

MessageDefinition

<GSL-LOAN-GUARANTEE-DATE  
MUST BE PRIOR TO [Field Name] OF  
[Date]>

Date of loan guaranty must precede the named date.

<GSL-OPEID MUST BE "88888800"  
WHEN GSL-TYPE-OF-LOAN EQUAL  
"CONS">

OPE school ID must be "88888800" for consolidated loans.

<GSL-OPEID MAY NOT BE "88888800"  
WHEN GSL-TYPE-OF-LOAN EQUAL  
"PLUS, STAF OR SLS">

OPE school ID may not be "88888800" for any type of  
loan except consolidated.

<GSL-OPEID MUST BE NUMERIC>

The field entered must contain only numbers.

<GSL-ORIG-SOL-DATE IS AN INVALID  
DATE>

The date entered is not in a valid format or is not a valid date.  
For example, the day, month, or year is out of range.

<GSL-ORIG-SOL-DATE MAY NOT BE A  
FUTURE DATE>

The date entered must be on or before today's date.

<GSL-ORIG-SOL-DATE MUST BE  
GREATER THAN OR EQUAL TO  
12/01/1985>

The date entered must be on or after December 1, 1985.

<GSL-PLUS-STU-BIRTH-DATE IS AN  
INVALID DATE>

The date entered is not in a valid format or is not a valid date.  
For example, the day, month, or year is out of range.

## APPENDIX A: SYSTEM MESSAGES

F180 - GSL Program Maintenance

| <u>Message</u>                                                                     | <u>Definition</u>                                                                  |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <GSL-PLUS-STU-BIRTH-DATE IS REQUIRED WHEN GSL-TYPE-OF-LOAN = "PLUS">               | This field is mandatory.                                                           |
| <GSL-PLUS-STU-BIRTH-DATE MAY NOT BE A FUTURE DATE>                                 | The date entered must be on or before today's date.                                |
| <GSL-PLUS-STU-BIRTH-DATE MUST BE = OR LESS THAN LOAN-GUARANTEED-DATE - 10 YEARS>   | The date entered must be at least ten years previous to the date of loan guaranty. |
| <GSL-PLUS-STU-FIRST-NAME IS A REQUIRED FIELD WHEN GSL-TYPE OF LOAN = "PLUS">       | This field is mandatory.                                                           |
| <GSL-PLUS-STU-LAST-NAME IS A REQUIRED FIELD WHEN GSL-TYPE OF LOAN = "PLUS">        | This field is mandatory.                                                           |
| <GSL-PLUS-STUDENT-SSN IS REQUIRED WHEN GSL-TYPE-OF-LOAN = "PLUS">                  | This field is mandatory.                                                           |
| <GSL-PLUS-STUDENT-SSN MUST BE BETWEEN 000000 AND 728999999>                        | An invalid social security number has been entered.                                |
| <GSL-PLUS-STUDENT-SSN MUST BE NUMERIC>                                             | The field entered must contain only numbers.                                       |
| <GSL-SCHOOL-NBR IS AN INVALID CODE>                                                | An invalid code has been entered.                                                  |
| <GSL-SCHOOL-NBR MUST BE NUMERIC>                                                   | The field entered must contain only numbers.                                       |
| <GSL-SUBSIDIZED-IND MUST BE BLANK WHEN TYPE-OF-LOAN IS NOT EQUAL TO "STAF">        | Loans other than Stafford loans may not have a subsidized indicator.               |
| <GSL-SUBSIDIZED-IND MUST BE "N", "S", "U" OR BLANK WHEN GSL-TYPE-OF-LOAN = "STAF"> | Subsidized indicator must be one of the specified values for Stafford loans.       |
| <GSL-TYPE-OF-LOAN MUST BE "PLUS", "SLS", "CONS", OR "STAF" >                       | These values are the only valid responses for this field.                          |
| <GSL-VAR-INT-ADDON-RATE MAY HAVE NO MORE THAN 6 DECIMAL PLACES TO THE RIGHT>       | The field entered has in excess of six digits following the decimal point.         |

## FILE MAINTENANCE

## F180 - GSL Program Maintenance

MessageDefinition

<GSL.VAR-INT-ADDON-RATE MUST  
BE < OR = TO 10% WHEN DEBT RATE  
TYPE = "A" OR "B">

Variable interest add-on rate exceeds the limit.

<GSL-VAR-INT-ADDON-RATE MUST  
BE NUMERIC>

The field entered must contain only numbers.

<GSL-VAR-INT-ADDON-RATE MUST  
BE WITHIN 00.000001% AND  
00.100000%>

The field entered is not in the valid range.

<GSL-VAR-INT-ADDON-RATE MUST  
BE ZEROES WHEN DEBT RATE TYPE =  
"8" OR "F">

Variable interest add-on rate must be zero for fixed-rate  
loans.

<GSL-WITHDRAWL-DATE IS AN  
INVALID DATE>

The date entered is not in a valid format or is not a valid date.  
For example, the day, month, or year is out of range.

<GSL-WITHDRAWL-DATE MAY NOT  
BE A FUTURE DATE>

The date entered must be on or before today's date.

<GSL-WITHDRAWL-DATE MUST BE  
GREATER OR = GSL-LOAN-  
GUARANTEE-DATE OF [Date]>

Date of withdrawal cannot precede date of loan guaranty.

<GSL-WITHDRAWL-DATE MUST BE  
GREATER THAN OR EQUAL TO  
11/08/1965>

Date of withdrawal must be a later date.

<INVALID GSL ID>

The first character of the debt ID is not "G", or characters two  
through 16 are not numeric.

<INVALID GUARANTY AGENCY>

The user has entered a GA number which is not on file, or on  
the data base.

<INVALID KEY PRESSED>

An invalid [PF] key has been pressed.

<LOAN-GUARANTEE-DATE MUST BE  
WITHIN 90 DAYS AFTER  
WITHDRAWAL-DATE>

Date of loan guaranty must be within 90 days of the student's  
withdrawal date.

<PRIMARY NAME NOT FOUND ON  
DATA BASE>

Primary name has not been found on the data base.

<RECORD NOT FOUND>

The account record has not been found on the data base.

<UPDATE COMPLETED>

The attempt to update has been successful.



## FILE MAINTENANCE

F190 - Account Add

MessageDefinition

<ACCOUNT ADDED. PRESS ENTER TO TRANSFER TO F160>

The account has been added. Press **[ENTER]** to transfer to F160.

<ACCOUNT ALREADY ON FILE>

This account is already on the data base.

<ACCOUNT MUST BEGIN WITH "E" OR "S">

The account must begin with "E" or "S".

<ACCOUNT OWNER MUST BE ENTERED>

This is a mandatory field.

<AREA CODE MUST BE NUMERIC>

The field entered must contain all numbers.

<CITY MUST BE ENTERED>

This is a required field.

<ED REGION MUST BE 04, 05, OR 09>

These codes are the only valid codes for the field entered.

<ED REGION MUST BE ENTERED>

This is a mandatory field.

<ED REGION MUST MATCH YOUR REGION>

The ED region must match the user's region.

<FIRST LINE OF ADDRESS MUST BE ENTERED>

The first line of the address is a mandatory field.

<FIRST NAME MUST BE ENTERED>

This is a mandatory field.

<INVALID KEY PRESSED>

An invalid key has been pressed.

<LAST NAME MUST BE ENTERED>

This is a mandatory field.

<LOCATION CODE MUST BEGIN WITH ED>

The first two characters of the location code must be 'ED'.

<PHONE NUMBER EXCHANGE MUST BE NUMERIC>

The field entered must contain all numbers.

<PHONE NUMBER MUST BE NUMERIC>

The field entered must contain all numbers.

<PRESS PF6 TO CONFIRM ACCOUNT ADD>

Press the required key to confirm the account add.

<SSN PORTION OF ACCOUNT MUST BE NUMERIC>

Characters two through 10 must be numeric.

<VALID DATE OF BIRTH MUST BE ENTERED>

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

<VALID LOCATION CODE MUST BE ENTERED>

An invalid code has been entered.

<VALID STATE CODE MUST BE ENTERED>

An invalid code has been entered.

<ZIP CODE + FOUR MUST BE NUMERIC OR BLANK>

The field entered must be numeric or blank.

## APPENDIX A: SYSTEM MESSAGES

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F190 - Account Add

| <u>Message</u>             | <u>Definition</u>                           |
|----------------------------|---------------------------------------------|
| <ZIP CODE MUST BE ENTERED> | This is a mandatory field.                  |
| <ZIP CODE MUST BE NUMERIC> | The field entered must contain all numbers. |



## FILE MAINTENANCE

## F200 - Collector Name Add/Update

MessageDefinition

<AGENCY CODE AT POS. 3-5 MUST BE NUMERIC>

Positions 3-5 in this field must contain all numeric characters.

<AGENCY CODE MUST BE ENTERED>

This is a mandatory field for ED regional and headquarter users.

<AGENCY CODE MUST START WITH "AG">

Positions 1-2 in this field must be "AG".

<AGENCY CODE MUST START WITH "AG" OR "ED">

Positions 1-2 in this field must be "AG" or "ED".

<AGENCY NOT FOUND>

An incorrect agency/location code has been entered.

<COLLECTOR NAME MUST BE ENTERED>

This field is mandatory for all users. A collector name must be entered in this field.

<COLLECTOR NUMBER MUST BE BLANK>

This field must not be keyed by an ED Regional user.

<COLLECTOR NUMBER MUST BE ENTERED>

This field is mandatory for Collection Agency and ED Headquarters users.

<COLLECTOR NUMBER MUST BE NUMERIC>

Only numbers may be entered in this field.

<COLLECTOR RECORD ADDED>

The collector's name has been added to the database.

<COLLECTOR RECORD UPDATED>

The collector's name has been updated.

<INVALID KEY PRESSED>

An invalid [PF] key has been pressed.

<INVALID LOCATION CODE>

The Location Code in positions 3-5 must be in one of the following ranges: 100 - 199, 301 - 349 or 600 - 999.

<LOCATION CODE MUST BE ENTERED>

This is a mandatory field for ED Regional and ED Headquarters users.

<LOCATION CODE MUST START WITH "ED">

Positions 1-2 in this field must be "ED".

<LOCATION CODE POSITIONS 3-5 MUST BE NUMERIC>

Only numbers may be entered in positions 3-5 in this field.

<PRESS PF6 TO CONFIRM ADD>

Press [PF6] to confirm a collector name addition.

<PRESS PF6 TO CONFIRM UPDATE>

Press [PF6] to confirm a collector name update.

<REGION CODE MUST BE 04, 05, OR 09>

A valid region code (04, 05, or 09) must be entered in this field.



FILE MAINTENANCE

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## F210 - Collector Alpha Assignment Edit

| <u>Message</u>                                           | <u>Definition</u>                                                                                                              |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <ADDITIONAL CHANGES PROCESSED<br>- PRESS PF6 TO CONFIRM> | If changes are made to any ALPHA LOW values before [PF6] is pressed, this message will appear and [PF6] must be pressed again. |
| <ALPHA LOW RANGES MUST NOT BE<br>EQUAL>                  | No two collectors may have the same ALPHA LOW value.                                                                           |
| <COLLECTION AGENCY NOT ON<br>FILE>                       | The user has entered a collection agency code which is not on the data base.                                                   |
| <DATABASE UPDATED>                                       | The added or updated alpha assignments have been committed to the data base.                                                   |
| <ENTER REGION AND AGENCY<br>CODES>                       | These fields are mandatory for ED Headquarters users.                                                                          |
| <ENTER AGENCY CODE, IF DESIRED>                          | This field is optional for ED Regional users.                                                                                  |
| <INVALID PF KEY>                                         | An invalid [PF] key has been pressed.                                                                                          |
| <MAXIMUM NUMBER OF<br>COLLECTORS EXCEEDED>               | The number of collectors has exceeded 300.                                                                                     |
| <NO COLLECTOR RECORDS ON<br>DATABASE FOR AGENCY>         | No collector records exist on the data base for the selected agency.                                                           |
| <NON-ALPHABETIC CHARACTER<br>ENTERED>                    | A character entered in this field must be either alphabetic or a blank.                                                        |
| <ONE ALPHA LOW RANGE MUST BE<br>"A">                     | One ALPHA LOW assignment must be the letter "A".                                                                               |
| <PRESS PF6 TO CONFIRM DATABASE<br>UPDATE>                | [PF6] must be pressed to commit the added or updated alpha assignments to the data base.                                       |
| <REGION CODE MUST BE 04, 05, OR<br>09>                   | A correct region code (04, 05, or 09) must be keyed in this field.                                                             |

## APPENDIX A: SYSTEM MESSAGES

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## FILE MAINTENANCE

## F220 - POVR Program Maintenance

| <u>Message</u>                                                                                | <u>Definition</u>                                                                                      |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <ACCESS DENIED-NOT IN YOUR REGION>                                                            | The POVR region code contained in the corresponding debt record does not match the user's region code. |
| <AVAILABLE FOR UPDATE>                                                                        | The POVR account is available to be updated.                                                           |
| <INVALID KEY PRESSED>                                                                         | An invalid [PF] key has been pressed.                                                                  |
| <INVALID POVR ID>                                                                             | The first character of the POVR ID is not "P", or characters two through 16 are not numeric.           |
| <POVR-ACADEMIC-YEAR MUST BE CONSECUTIVE YEARS>                                                | Academic year must consist of two consecutive years (e.g., 94 - 95).                                   |
| <POVR-AMT-COLLECTED-BY-ED MAY NOT BE NEGATIVE>                                                | The field entered is negative. It must have a positive value.                                          |
| <POVR-AMT-COLLECTED-BY-ED MUST BE NUMERIC>                                                    | The field entered must contain only numbers.                                                           |
| <POVR-AMT-COLLECTED-BY-ED MUST NOT HAVE MORE THAN 8 DIGITS TO THE LEFT OF THE DECIMAL POINT>  | The field entered has more than eight digits to the left of the decimal point.                         |
| <POVR-AMT-COLLECTED-BY-SCH IS REQUIRED WHEN POVR-LAST-PMT-TO-SCH-DATE NOT = ZERO>             | POVR-AMT-COLLECTED-BY-SCH must be entered when the LAST-PMT-TO-SCH is not zeros.                       |
| <POVR-AMT-COLLECTED-BY-SCH MAY NOT BE NEGATIVE>                                               | The field entered is negative. It must have a positive value.                                          |
| <POVR-AMT-COLLECTED-BY-SCH MUST BE NUMERIC>                                                   | The field entered must contain only numbers.                                                           |
| <POVR-AMT-COLLECTED-BY-SCH MUST NOT HAVE MORE THAN 8 DIGITS TO THE LEFT OF THE DECIMAL POINT> | The field entered has more than eight digits to the left of the decimal point.                         |
| <POVR-CLAIM-REASON MUST = 1,2,3,4,7, OR 0>                                                    | This is a mandatory field. POVR-CLAIM-REASON must be 1, 2, 3, 4, 7, or 0.                              |
| <POVR-GRANT-AMT-DISB MAY HAVE NO MORE THAN 2 DIGITS TO THE RIGHT OF THE DECIMAL POINT>        | The field entered has more than two digits to the right of the decimal point.                          |
| <POVR-GRANT-AMT-DISB MAY HAVE NO MORE THAN 8 DIGITS TO THE LEFT OF THE DECIMAL POINT>         | The field entered has more than eight digits to the left of the decimal point.                         |
| <POVR-GRANT-AMT-DISB MUST BE NUMERIC>                                                         | The field entered must contain only numbers.                                                           |

APPENDIX A: SYSTEM MESSAGES

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F220 - POVR Program Maintenance

| <u>Message</u>                                                                         | <u>Definition</u>                                                               |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <POVR-INTEREST-RATE MAY NOT HAVE MORE THAN 2 DIGITS TO THE LEFT OF THE DECIMAL POINT>  | The field entered has more than two digits to the left of the decimal point.    |
| <POVR-INTEREST-RATE MAY NOT HAVE MORE THAN 6 DIGITS TO THE RIGHT OF THE DECIMAL POINT> | The field entered has more than eight digits to the right of the decimal point. |
| <POVR-INTEREST-RATE MUST BE BETWEEN .01 AND .99>                                       | There are only two decimal places for interest gained.                          |
| <POVR-LAST-PMT-TO-SCH-DATE IS AN INVALID DATE>                                         | Invalid date was entered. Please reenter date in MMDDCCYY format.               |
| <POVR-OVERPAY-AMT MAY NOT BE NEGATIVE>                                                 | The field entered is negative. It must have a positive value.                   |
| <POVR-OVERPAY-AMT MUST BE NUMERIC>                                                     | The field entered must contain only numbers.                                    |
| <POVR-OVERPAY-AMT MUST NOT HAVE MORE THAN 8 DIGITS TO THE LEFT OF THE DECIMAL POINT>   | The field entered has more than eight digits to the left of the decimal point.  |
| <POVR-TYPE-OF-POVR MUST = 'SEOG' OR 'PELL'>                                            | This is a mandatory field. Type of POVR must be "SEOG" or "PELL".               |
| <RECORD NOT FOUND>                                                                     | The POVR record has not been found on the data base.                            |

FILE MAINTENANCE

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## F230 - Federal Defaulter Name Mismatch

| <u>Message</u>                                          | <u>Definition</u>                                                                                  |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <ACCOUNT NOT ON FILE>                                   | ACCOUNT-REC not found for SSN.                                                                     |
| <ACCOUNT NUMBER MUST BE ENTERED>                        | Pressed [ <b>ENTER</b> ] key and account number is blank.                                          |
| <ACCOUNT NUMBER MUST BEGIN WITH E OR S>                 | Pressed [ <b>ENTER</b> ] key and account number does not begin with E or S.                        |
| <ACTION CODE MODIFIED>                                  | Mismatch record updated with correct action code. Update successful.                               |
| <BOTTOM OF FILE>                                        | Scrolled to last record in mismatch file.                                                          |
| <INVALID ACTION CODE>                                   | Action code can only be B, M, or blank.                                                            |
| <INVALID AGENCY CODE - ENTER D FOR DOD OR P FOR POSTAL> | Pressed [ <b>ENTER</b> ] key and agency code is not D or P.                                        |
| <INVALID KEY PRESSED>                                   | An invalid key has been pressed.                                                                   |
| <MISMATCH FILE NOT OPEN - (FLM230)>                     | Mismatch file problem - contact Help Desk to have them open this file.                             |
| <NO MISMATCH FOR THIS ACCOUNT>                          | No mismatch found for account.                                                                     |
| <RECORD NOT IN MISMATCH FILE>                           | SSN and agency not in mismatch file.                                                               |
| <SSN PORTION OF ACCOUNT MUST BE NUMERIC>                | Pressed [ <b>ENTER</b> ] key, account number begins with E or S, but rest of field is not numeric. |
| <TOP OF FILE>                                           | Scrolled to first record in mismatch file.                                                         |





## FILE MAINTENANCE

## F240 - FDSL Program Maintenance

Message

<ACCESS DENIED-NOT IN YOUR REGION>

<AVAILABLE FOR UPDATE>

<FDSL-AMT-COLLECTED-BY-SVR IS REQUIRED WHEN FDSL-LAST-PMT-TO-SVR NOT ZERO>

<FDSL-AMT-COLLECTED-BY-SVR MAY HAVE ONLY EIGHT DIGITS TO THE LEFT OF THE DECIMAL POINT>

<FDSL-AMT-COLLECTED-BY-SVR MAY HAVE ONLY TWO DECIMAL PLACES TO THE RIGHT>

<FDSL-AMT-COLLECTED-BY-SVR MAY NOT BE NEGATIVE>

<FDSL-AMT-COLLECTED-BY-SVR MUST BE LESS THAN \$200,000.00>

<FDSL-AMT-COLLECTED-BY-SVR MUST BE NUMERIC>

<FDSL-AMT-COLLECTED-BY-SVR MUST BE ZERO WHEN FDSL-LAST-PMT-TO-SVR IS ZERO>

<FDSL-CAP-INT MAY NOT BE NEGATIVE>

<FDSL-CAP-INT MUST BE LESS THAN LOAN-AMT-DISBURSED>

<FDSL-CAP-INT MUST BE NUMERIC>

<FDSL-CAP-INT MUST NOT HAVE MORE THAN EIGHT DIGITS TO THE LEFT OF THE DECIMAL POINT>

<FDSL-CAP-INT MUST NOT HAVE MORE THAN TWO DIGITS TO THE RIGHT OF THE DECIMAL POINT>

<FDSL-DATE-ENT-REPAY IS AN INVALID DATE>

<FDSL-DATE-ENT-REPAY MAY NOT BE A FUTURE DATE>

<FDSL-DATE-ENT-REPAY MAY NOT BE EQUAL/GREATER THAN FDSL-DEFAULT-DATE>

Definition

The account's region code does not match the user's region code.

The account is available to be updated.

The field is mandatory; because there is a valid date in the last payment field.

The field entered has more than eight digits to the left of the decimal point.

The field entered has more than two digits to the right of the decimal point.

The field entered is negative.

The field has too high a value. Please reenter.

The field must have only numbers.

The date of collection is zero, therefore the amount should also be zero.

The field entered is negative. It must have a positive value.

The field value must be less than that for loan amount disbursed.

The field must have only numbers.

The field entered has more than eight digits to the left of the decimal point.

There are only two decimal places for interest gained.

Invalid date was entered. Please reenter date in MMDDCCYY format.

Date may not be a future date. Please reenter.

Date entered repayment must precede date of default. Please reenter.

## APPENDIX A: SYSTEM MESSAGES

F240 - FDSL Program Maintenance

| <u>Message</u>                                                                  | <u>Definition</u>                                                                                                                           |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <FDSL-DATE-ENT-REPAY MUST = FDSL-LAST-DISB-DATE FOR LOAN TYPE "PLUS" OR "CONS"> | Date must equal date of last disbursement for these loan types. Please reenter.                                                             |
| <FDSL-DEFAULT-DATE IS AN INVALID DATE>                                          | Invalid date was entered. Please reenter date in MMDDCCYY format.                                                                           |
| <FDSL-DEFAULT-DATE MAY NOT BE A FUTURE DATE>                                    | Invalid date was entered. Date must be on or before today's date. Please reenter date.                                                      |
| <FDSL-DEFAULT-DATE MUST BE GREATER THAN FDSL-DATE-ENT-REPAY>                    | Invalid date was entered. Date must be after date entered repayment.                                                                        |
| <FDSL-DEFAULT-DATE MUST BE GREATER THAN FDSL-FIRST-DISB-DATE>                   | Invalid date was entered. Date must be date of first disbursement.                                                                          |
| <FDSL-DEFAULT-DATE MUST BE GREATER THAN FDSL-WITHDRAWAL-DATE>                   | Invalid date was entered. Date must be after date of withdrawal.                                                                            |
| <FDSL-DEFAULT-DATE MUST BE LATER THAN FDSL-FIRST-DISB-DATE>                     | Invalid date was entered. Date must be later than the first disbursement date. Please reenter date.                                         |
| <FDSL-DEFAULT-DATE MUST BE LATER THAN FDSL-LAST-DISB-DATE>                      | Invalid date was entered. Date must be later than the date of the last disbursement date. Please reenter date.                              |
| <FDSL-DEFAULT-DATE MUST BE PRIOR TO FDSL-JUDGEMENT-DATE>                        | Invalid date was entered. Date must be earlier than the date a court-ordered judgment was received against the debtor. Please reenter date. |
| <FDSL-DEFAULT-DATE MUST BE PRIOR TO FDSL-JUDGEMENT-EXP-DATE>                    | Invalid date was entered. Date must be earlier than the date court-ordered judgment expires. Please reenter date.                           |
| <FDSL-FIRST-DISB-DATE IS AN INVALID DATE>                                       | The field is not a valid date.                                                                                                              |
| <FDSL-FIRST-DISB-DATE MAY NOT BE FUTURE DATE>                                   | The date field should be prior to today's date.                                                                                             |
| <FDSL-FIRST-DISB-DATE MUST BE PRIOR TO FDSL-DEFAULT-DATE>                       | The date field should be prior to default date.                                                                                             |
| <FDSL-FIRST-DISB-DATE MUST BE PRIOR TO FDSL-JUDGEMENT-DATE>                     | The date field should be prior to judgment date.                                                                                            |
| <FDSL-FIRST-DISB-DATE MUST BE PRIOR TO FDSL-JUDGEMENT-EXP-DATE>                 | The date field should be prior to judgment expiration date.                                                                                 |

## FILE MAINTENANCE

## F240 - FDSL Program Maintenance

| <u>Message</u>                                                                           | <u>Definition</u>                                                                                                |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <FDSL-FIRST-DISB-DATE MUST BE PRIOR TO FDSL-LAST-DISB-DATE>                              | The date field should be prior to the last disbursement date.                                                    |
| <FDSL-FIRST-DISB-DATE MUST BE PRIOR TO FDSL-WITHDRAWL-DATE>                              | The date field should be prior to withdrawal date.                                                               |
| <FDSL ID INVALID>                                                                        | The first character of ID should be a "D", or characters 2 to 16 are not numeric.                                |
| <FDSL-INTEREST-RATE-CAP IS NOT A VALID PERCENTAGE AMOUNT ( 00.000000 )>                  | The field is not entered in the correct percentage format.                                                       |
| <FDSL-INTEREST-RATE-CAP MAY NOT BE > 20% FOR INTEREST RATE TYPE OF "A" OR "B">           | Variable interest rate cap is too high.                                                                          |
| <FDSL-INTEREST-RATE-CAP MUST BE EQUAL OR GREATER THAN FDSL-INTEREST-RATE>                | Interest rate cap cannot be lower than the interest rate.                                                        |
| <FDSL-INTEREST-RATE-CAP MUST BE NUMERIC>                                                 | Field must have only numbers.                                                                                    |
| <FDSL-INTEREST-RATE MAY NOT HAVE MORE THAN SIX DIGITS TO THE RIGHT OF THE DECIMAL POINT> | Only six digits are allowed to the right of the decimal point.                                                   |
| <FDSL-INTEREST-RATE MAY NOT HAVE MORE THAN TWO DIGITS TO THE LEFT OF THE DECIMAL POINT>  | The field entered should have only two digits to the left of the decimal point.                                  |
| <FDSL-INTEREST-RATE MUST BE BETWEEN 04% AND 20% WHEN LITIG-INDICATOR = "N">              | For non-litigated loans, interest rate must be between 4% and 20%.                                               |
| <FDSL-INTEREST-RATE MUST BE GREATER THAN 00.00 %>                                        | Interest rate must be greater than zero. Please reenter.                                                         |
| <FDSL-INTEREST-RATE MUST BE NUMERIC>                                                     | Field must contain only numbers. Please reenter                                                                  |
| <FDSL-JUDGEMENT-DATE IS AN INVALID DATE>                                                 | Invalid date was entered. Please reenter date in MMDDCCYY format.                                                |
| <FDSL-JUDGEMENT-DATE MUST BE LATER THAN FDSL-DEFAULT-DATE>                               | Invalid date was entered. The judgment date must be later than the default date. Please reenter date.            |
| <FDSL-JUDGEMENT-DATE MUST BE LATER THAN FDSL-FIRST-DISB-DATE>                            | Invalid date was entered. The judgment date must be later than the first disbursement date. Please reenter date. |
| <FDSL-JUDGEMENT-DATE MUST BE LATER THAN FDSL-LAST-DISB-DATE>                             | Invalid date was entered. The judgment date must be later than the last disbursement date. Please reenter date.  |

## APPENDIX A: SYSTEM MESSAGES

F240 - FDSL Program Maintenance

| <u>Message</u>                                                                 | <u>Definition</u>                                                                                                                             |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <FDSL-JUDGEMENT-DATE MAY NOT BE A FUTURE DATE>                                 | Invalid date was entered. Date must be on or before today's date. Please reenter date.                                                        |
| <FDSL-JUDGEMENT-DATE IS REQUIRED WHEN FDSL-LITIG-INDICATOR = "Y">              | This is a mandatory field when the litigation indicator is "Y".                                                                               |
| <FDSL-JUDGEMENT-DATE = ZEROS WHEN FDSL-LITIG-INDICATOR = "N">                  | Invalid date was entered. The judgment date must be zeros when the litigation indicator equals "N".                                           |
| <FDSL-JUDGMENT-DATE MUST BE PRIOR TO FDSL-JUDGMENT-EXP-DATE>                   | Invalid date was entered. The judgment date must be prior to the judgment expiration date. Please reenter.                                    |
| <FDSL-JUDGEMENT-EXP-DATE IS INVALID DATE>                                      | Invalid date was entered. Please reenter date in MMDDCCYY format.                                                                             |
| <FDSL-JUDGMENT-EXP-DATE IS REQUIRED WHEN FDSL-LITIG-INDICATOR = "Y">           | This is a mandatory field when the litigation indicator is "Y".                                                                               |
| <FDSL-JUDGEMENT-EXP-DATE MUST BE LATER THAN FDSL-FIRST-DISB-DATE>              | Invalid date was entered. The judgment expiration date must be later than the first disbursement date. Please reenter date.                   |
| <FDSL-JUDGEMENT-EXP-DATE MUST BE LATER THAN FDSL-JUDGEMENT-DATE>               | Invalid date was entered. The judgment expiration date must be later than the date the court-ordered judgment was given. Please reenter date. |
| <FDSL-JUDGEMENT-EXP-DATE MUST BE LATER THAN FDSL-LAST-DISB-DATE>               | Invalid date was entered. The judgment expiration date must be later than the date of the last disbursement. Please reenter date.             |
| <FDSL-JUDGEMENT-EXP-DATE MUST= ZEROS WHEN FDSL-LITIG-INDICATOR = "N">          | Invalid date was entered. Date must be zeros when the litigation indicator is "N". Please reenter date.                                       |
| <FDSL-LAST-DISB-DATE IS INVALID DATE>                                          | Invalid date was entered. Please reenter date in MMDDCCYY format.                                                                             |
| <FDSL-LAST-DISB-DATE MAY NOT BE A FUTURE DATE>                                 | Invalid date was entered. Date must be on or before today's date. Please reenter date.                                                        |
| <FDSL-LAST-DISB-DATE MUST BE EQUAL/LESS THAN mm/dd/ccyy (1ST-DISB-DATE + 930)> | Invalid date was entered. Date must be within 930 days of date of first disbursement.                                                         |
| <FDSL-LAST-DISB-DATE MUST BE LATER THAN FDSL-FIRST-DISB-DATE>                  | Invalid date was entered. Date must be later than the first disbursement date. Please reenter date.                                           |
| <FDSL-LAST-DISB-DATE MUST BE PRIOR TO FDSL-DEFAULT-DATE>                       | Invalid date was entered. Date must be before the default date. Please reenter date.                                                          |

## FILE MAINTENANCE

## F240 - FDSL Program Maintenance

MessageDefinition

<FDSL-LAST-DISB-DATE MUST BE PRIOR TO FDSL-JUDGEMENT-DATE>

Invalid date was entered. Date must be before judgment date. Please reenter date.

<FDSL-LAST-DISB-DATE MUST BE PRIOR TO FDSL-JUDGEMENT-EXP-DATE>

Invalid date was entered. Date must be before judgment expiration date. Please reenter date.

<FDSL-LAST-PMT-TO-SVR IS INVALID DATE>

Invalid date was entered. Please reenter date in MMDDCCYY format.

<FDSL-LAST-PMT-TO-SVR IS REQUIRED WHEN FDSL-AMT-COLLECTED-BY-SVR IS GREATER THAN ZERO>

Date is required if amount is collected by servicer.

<FDSL-LAST-PMT-TO-SVR MAY NOT BE FUTURE DATE>

Invalid date was entered. Date must be on or before today's date. Please reenter date.

<FDSL-LAST-PMT-TO-SVR MUST = ZEROS WHEN FDSL-AMT-COLLECTED-BY-SVR IS EQUAL TO ZERO>

Date was entered. Please reenter date as 00000000 since no collections were made.

<FDSL-LITIG-INDICATOR MUST = "N" OR "Y">

Litigation indicator must be "Y" or "N".

<FDSL-LITIG-INDICATOR MUST EQUAL "N" WHEN FDSL-JUDGEMENT-DATE = ZEROS>

Litigation indicator must be "N" when the judgment date is zeros

<FDSL-LITIG-INDICATOR MUST EQUAL "N" WHEN FDSL-JUDGEMENT-EXP-DATE = ZEROS>

Litigation indicator must be "N" when the judgment expiration date is zeros.

<FDSL-LITIG-INDICATOR MUST EQUAL "Y" WHEN FDSL-JUDGEMENT-DATE NOT = ZEROS>

Litigation indicator must be "Y" when the judgment date is not zeros.

<FDSL-LITIG-INDICATOR MUST EQUAL "Y" WHEN FDSL-JUDGEMENT-EXP-DATE NOT = ZEROS>

Litigation indicator must be "Y" when the judgment expiration date is not zeros.

<FDSL-LOAN-AMOUNT-DISBURSED MAY HAVE NO MORE THAN TWO DECIMAL PLACES TO THE RIGHT OF DECIMAL POINT>

The field has more than allowable decimal digits.

<FDSL-LOAN-AMOUNT-DISBURSED MUST BE GREATER THAN ZERO>

The field is negative or zero. Please reenter.

<FDSL-LOAN-AMOUNT-DISBURSED MUST BE NUMERIC>

The field has non-numeric characters. Please reenter.

## APPENDIX A: SYSTEM MESSAGES

F240 - FDSL Program Maintenance

| <u>Message</u>                                                                | <u>Definition</u>                                                                   |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <FDSL-LOAN-AMT-APPR MUST BE GREATER THAN ZERO>                                | Loan amount approved must be positive. Please reenter.                              |
| <FDSL-LOAN-AMT-APPROVED MUST BE GREATER OR EQUAL TO LOAN AMOUNT DISBURSED>    | Loan amount approved must be at least as large as amount disbursed. Please reenter. |
| <FDSL-LOAN-AMT-APPROVED MUST BE NUMERIC>                                      | The field has non-numeric characters. Please reenter.                               |
| <FDSL-LOAN-AMT-DISBURSED MUST NOT EXCEED \$200,000 FOR THIS TYPE OF LOAN>     | Field must not exceed \$200,000.00 for consolidated loans. Please reenter.          |
| <FDSL-LOAN-AMT-DISBURSED MUST NOT EXCEED \$70,000 FOR THIS TYPE OF LOAN>      | Field must not exceed \$70,000 for non-consolidated loans. Please reenter.          |
| <FDSL-LOAN-AMT-DISBURSED MUST NOT EXCEED \$200,000 FOR THIS TYPE OF LOAN>     | Field must not exceed \$200,000.00 for consolidated loans. Please reenter.          |
| <FDSL-LOAN-AMT-DISBURSED MUST NOT EXCEED \$70,000 FOR THIS TYPE OF LOAN>      | Field must not exceed \$70,000 for non-consolidated loans. Please reenter.          |
| <FDSL-LOAN-AMT-DISBURSED MUST BE NUMERIC>                                     | The field has non-numeric characters. Please reenter.                               |
| <FDSL-OPEID MUST BE NUMERIC>                                                  | The field has non-numeric characters. Please reenter.                               |
| <FDSL-PLUS-STU-BIRTH-DATE IS AN INVALID DATE.>                                | Invalid date entered. Please reenter.                                               |
| <FDSL-PLUS-STU-BIRTH-DATE MUST BE ENTERED IN MM/DD/CCYY FORMAT>               | Invalid date entered. Please reenter.                                               |
| <FDSL-PLUS-STU-BIRTH-DATE MUST BE EQUAL/LESS THAN FIRST-DISB-DATE - 10 YEARS> | Date must be more than ten years before date of first disbursement.                 |
| <FDSL-PLUS-STU-FIRST-NAME IS A REQUIRED FIELD>                                | The student first name was not entered.                                             |
| <FDSL-PLUS-STU-LAST-NAME IS A REQUIRED FIELD>                                 | The student last name was not entered.                                              |
| <FDSL-PLUS-STUDENT-SSN MUST BE A NUMBER BETWEEN 001000000 TO 728999999>       | The social security number is not valid.                                            |
| <FDSL-PLUS-STU-SSN MUST BE NUMERIC>                                           | The security number must contain only numbers. Please reenter.                      |

## FILE MAINTENANCE

## F240 - FDSL Program Maintenance

| <u>Message</u>                                                                   | <u>Definition</u>                                                                                              |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <FDSL-SCHOOL-NBR IS NOT VALID>                                                   | The school number is not in data base.                                                                         |
| <FDSL-SCHOOL-NBR MUST BE NUMERIC>                                                | The field has non-numeric characters. Please reenter.                                                          |
| <FDSL-SCHOOL-NBR MUST BE "99996", "99997" OR "99998" FOR "CONS" TYPE-OF-LOAN>    | Consolidated loans must have one of the school numbers specified. Please reenter.                              |
| <FDSL-SUBSIDIZED-IND MUST BE "S" OR "U" FOR "STAFF" TYPE-OF-LOAN>                | Stafford loans must be subsidized or unsubsidized.                                                             |
| <FDSL-SUBSIDIZED-IND MUST BE "S", "U" OR "P" FOR "CONS" TYPE-OF-LOAN>            | Consolidated loans must be subsidized, unsubsidized, or PLUS.                                                  |
| <FDSL-SUBSIDIZED-IND MUST BE SPACE FOR "PLUS" TYPE-OF-LOAN>                      | PLUS loans may not have a subsidized indicator.                                                                |
| <FDSL-TYPE-OF-LOAN MUST BE "CONS" FOR SCHOOL-NBR OF 99996>                       | This school ID is only valid for consolidated loans.                                                           |
| <FDSL-TYPE-OF-LOAN MUST BE "CONS" FOR SCHOOL-NBR OF 99997>                       | This school ID is only valid for consolidated loans.                                                           |
| <FDSL-TYPE-OF-LOAN MUST BE "CONS" FOR SCHOOL-NBR OF 99998>                       | This school ID is only valid for consolidated loans.                                                           |
| <FDSL-TYPE-OF-LOAN MUST BE "STAF", "PLUS", OR "CONS">                            | Invalid loan type entered. Valid values are: STAF, PLUS, CONS.                                                 |
| <FDSL-VAR-INT-ADDON-RATE IS NOT A VALID PERCENTAGE AMOUNT ( 00.000000 )>         | Field is not in valid percentage format. Please reenter.                                                       |
| <FDSL-VAR-INT-ADDON-RATE MUST BE NUMERIC>                                        | Field has non-numeric characters. Please reenter                                                               |
| <FDSL-VAR-INT-ADDON-RATE MUST BE <= TO 10% FOR INTEREST RATE TYPE OF "A" OR "B"> | Variable interest add-on rate cannot exceed 10%. Please reenter.                                               |
| <FDSL-WITHDRAWAL-DATE IS AN INVALID DATE>                                        | Invalid date was entered. Please reenter date in MMDDCCYY format.                                              |
| <FDSL-WITHDRAWAL-DATE MAY NOT BE A FUTURE DATE>                                  | Invalid date was entered. Date must be on or before today's date. Please reenter date.                         |
| <FDSL-WITHDRAWAL-DATE MUST BE LATER THAN FDSL-FIRST-DISB-DATE>                   | Invalid date was entered. Withdrawal date must be later than the first disbursement date. Please reenter date. |
| <FDSL-WITHDRAWAL-DATE MUST EQUAL FDSL-LAST-DISB-DATE FOR LOAN TYPE "PLUS">       | Date must equal date of last disbursement for PLUS loans.                                                      |

APPENDIX A: SYSTEM MESSAGES

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F240 - FDSL Program Maintenance

MessageDefinition<FDSL-WITHDRAWAL-DATE MUST  
EQUAL ZEROS FOR LOAN TYPE  
“CONS”>

Date must equal zeros for consolidated loans.

&lt;INVALID KEY PRESSED&gt;

An invalid “PF” key was pressed.

&lt;INVALID ORIGINATING SERVICER&gt;

Originating servicer code invalid. Please reenter.

&lt;INVALID SUBMITTING SERVICER&gt;

Submitting servicer code invalid. Please reenter.

&lt;RECORD NOT FOUND&gt;

The account not found in data base.

&lt;UPDATE COMPLETED&gt;

The attempt to update has been successful.



FILE MAINTENANCE

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## F270 - Secondary Address Deletion

Message

<\_\_\_\_ ADDRESS RECORDS HAVE  
BEEN DELETED>

<ADDRESS(ES) MARKED FOR  
DELETION PRESS PF6 CONFIRM>

<BOTTOM OF DATA>

<INVALID KEY PRESSED>

<PLACE A "D" NEXT TO EACH  
ADDRESS YOU WISH TO DELETE,  
THEN PRESS THE PF6 KEY>

<PLEASE ENTER THE ACCOUNT  
NUMBER AND PRESS <ENTER>>

<THE FIRST CHARACTER OF THE  
ACCOUNT NUMBER MUST BE "S" OR  
"E">

<TOP OF DATA>

<YOU ENTERED AN INVALID  
ACCOUNT NUMBER. PLEASE TRY  
AGAIN>

Definition

Displays the number of address records deleted from the data base.

Press [PF6] to delete marked address(es) from the data base.

The user has reached the last secondary address.

An invalid key has been pressed.

A "D" next to an address on the screen defines a delete request for that address.

Type the account number and press [ENTER].

Position 1 of the account number keyed does not equal "S" or "E".

The user has reached the first secondary address.

The account number keyed does not match any account on the DMCS data base.



## APPENDIX B: LOCATION CODE MATRIX



## FILE MAINTENANCE

**DEBT LEVEL MAINTENANCE LOCATION CODE MATRIX**  
**PROGRAM GDFLM311/321**  
**(LESS THAN OR EQUAL TO “FROM” AND “TO”)**

|    |                 | 1 | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  |
|----|-----------------|---|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|    | FROM ROW/TO COL | 0 | 37 | 38 | 62 | 63 | 84 | 85 | 89 | 99 | 128 | 129 | 148 | 149 | 199 | 200 | 299 | 300 | 349 | 599 | 715 | 716 | 717 | 718 | 997 | 999 |
| 1  | 37              | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | Y   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 2  | 38              | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | Y   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 3  | 62              | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | Y   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 4  | 63              | N | Y  | Y  | Y  | N  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | Y   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 5  | 66              | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | Y   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 6  | 67              | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | Y   | Y   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 7  | 84              | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 8  | 85              | N | N  | Y  | N  | Y  | N  | N  | N  | N  | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   |
| 9  | 101             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 10 | 102             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | Y   | Y   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 11 | 128             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 12 | 129             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 13 | 148             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 14 | 149             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 15 | 199             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 16 | 200             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | Y   | N   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 17 | 299             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | Y   | Y   | N   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 18 | 300             | N | C  | C  | C  | C  | C  | N  | C  | N  | C   | N   | C   | C   | C   | N   | N   | Y   | Y   | N   | N   | N   | N   | N   | N   | N   |
| 19 | 349             | N | C  | C  | C  | C  | C  | N  | C  | N  | C   | N   | C   | C   | C   | N   | N   | N   | Y   | N   | N   | N   | N   | N   | N   | N   |
| 20 | 599             | N | N  | Y  | N  | Y  | N  | N  | N  | N  | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   |
| 21 | 715             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 22 | 716             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 23 | 717             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 24 | 718             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 25 | 997             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |
| 26 | 999             | N | Y  | Y  | Y  | Y  | Y  | N  | Y  | N  | Y   | N   | Y   | Y   | Y   | N   | N   | Y   | N   | N   | Y   | N   | Y   | N   | Y   | N   |

C = Conditional. FDP status code is checked.

APPENDIX B: LOCATION CODES

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## APPENDIX C: IDD RECORD REPORT





## FILE MAINTENANCE

## TITLE

Account Maintenance (F110)

## PURPOSE

The Account Maintenance Screen is used to update selected fields on the account record.

## PROGRAM

GDFLM110

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                             | REFERENCE           |
|---------------------------------------------------------------------|---------------------|
| COMMAND                                                             | TRANSACTION ID      |
| Four-character Transaction ID.                                      |                     |
| USERID                                                              | USER ID             |
| Eight-character field containing the user ID of the signed-on user. |                     |
| DATE                                                                | CURRENT/SYSTEM DATE |
| System date.                                                        |                     |
| TIME                                                                | CURRENT/SYSTEM TIME |
| System time.                                                        |                     |
| ACCOUNT ID                                                          | ACCT-NBR-KEY        |
| Borrower's account number.                                          |                     |
| ACCT NAME                                                           | ACCT-NAME-FULL      |
| Last, first, and middle names of the debtor.                        |                     |
| ACCT-ED-REGION                                                      | ACCT-ED-REGION      |
| The region code.                                                    |                     |
| ACCT-LOC-CODE                                                       | ACCT-OWNER          |
| Five-character location code of the debt.                           |                     |
| ACCT-BIRTH-DATE                                                     | ACCT-BIRTH-DATE     |
| The birth date of the individual owning the account.                |                     |
| ACCT-REFUND-FLG                                                     | ACCT-REFUND-FLG     |
| Indicates whether or not the account is entitled to a refund.       |                     |

## APPENDIX C: IDD RECORD REPORT

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| ENGLISH NAME/DEFINITION                                                | REFERENCE                |
|------------------------------------------------------------------------|--------------------------|
| ACCT-IRS-SKIP-TRACE-DATE                                               | ACCT-IRS-SKIP-TRACE-DATE |
| The date the account was last sent to IRS for an address update.       |                          |
| ACCT-SSA-CODE                                                          | ACCT-SSA-CODE            |
| Indicates account data match with Social Security Administration data. |                          |

## FILE MAINTENANCE

## TITLE

Account Recall/Return Reason Maintenance (F115)

## PURPOSE

The Account Recall/Return Reason Maintenance Screen is used to update the Recall/Return reason code.

## PROGRAM

GDFLM115

## SPECIAL NOTES

None.

## FIELDS:

ENGLISH NAME/DEFINITIONREFERENCE

## COMMAND

## TRANSACTION ID

Four-character Transaction ID.

## USERID

## USER ID

Eight-character field containing the user ID of the signed-on user.

## DATE

## CURRENT/SYSTEM DATE

System date.

## TIME

## CURRENT/SYSTEM TIME

System time.

## ACCOUNT ID

## NBR-KEY

Account prefix followed by the nine-digit identification number of the account.

## ACCOUNT LAST NAME

## NAME-LAST

Last name of borrower.

## ACCOUNT FIRST NAME

## NAME-FIRST

First name of borrower.

## ACCOUNT OWNER

## OWNER

Current location code

## PRIOR OWNER

## PRIOR-1

Prior location code.

## APPENDIX C: IDD RECORD REPORT

---

| ENGLISH NAME/DEFINITION            | REFERENCE     |
|------------------------------------|---------------|
| CURRENT VALUE                      | RTN-REASON    |
| Current recall/return reason code. |               |
| CHANGED VALUE                      | RECALL-REASON |
| New recall/return reason code.     |               |

## FILE MAINTENANCE

## TITLE

Debt Maintenance (F120)

## PURPOSE

The Debt Maintenance Screen is used to update specific fields on the debt record.

## PROGRAM

GDFLM120

## SPECIAL NOTES

None.

## FIELDS:

ENGLISH NAME/DEFINITIONREFERENCE

## COMMAND

## TRANSACTION ID

Four-character Transaction ID.

## USERID

## USER ID

Eight-character field containing the user ID of the signed-on user.

## DATE

## CURRENT/SYSTEM DATE

System date.

## TIME

## CURRENT/SYSTEM TIME

System time.

## DEBT ID

## GDFLM120-COMM0001

The sixteen-character debt ID.

## PRIMARY ACCOUNT NAME

## ACCT-NAME-FULL

Last, first, and middle names of the debtor.

## DEBT-SENDING-OFFICE

## DEBT-SENDING-OFFICE

Region code of the sending office of the debt.

## DEBT-LOC-CODE

## DEBT-LOC-CODE

Five-character location code of the debt.

## DEBT-OLID-SID

## DEBT-OLID-SID

Original Lender Identification Number or School Identification Number.

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                                                                                                 | REFERENCE              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| DEBT-CLAIM-REASON                                                                                                                                       | DEBT-CLAIM-REASON      |
| Reason code for the claim, as supplied by the lending institution filing the claim application.                                                         |                        |
| DEBT-CREDITOR-TYPE                                                                                                                                      | DEBT-CREDITOR-TYPE     |
| The type of creditor for the debt.                                                                                                                      |                        |
| DEBT-RECEIVE-DATE                                                                                                                                       | DEBT-RECEIVE-DATE      |
| The date a debt was received.                                                                                                                           |                        |
| DEBT-DEFAULT-DATE                                                                                                                                       | DEBT-DEFAULT-DATE      |
| The date the borrower defaults to a lending institution. It is defined as the day following the next payment due date when the payment is not received. |                        |
| DEBT-INT-RATE                                                                                                                                           | DEBT-INT-RATE          |
| The interest rate on the debt at the time of assignment to the Department of Education. This is the rate charged against the debtor.                    |                        |
| CREDBUR-COMPLNCE CODE                                                                                                                                   | ???                    |
| Code indicating the condition required for compliance with the Fair Credit Reporting Act (FCRA).                                                        |                        |
| DEBT- INTEREST-TYPE                                                                                                                                     | DEBT-INT-RATE-TYPE     |
| Field to indicate the current interest rate type.                                                                                                       |                        |
| DEBT-IND-SEP-LOAN                                                                                                                                       | DEBT-SEPARATE-LOAN-FLG |
| Field to differentiate among multiple loans of the same type with the same loan date for the same student attending the same school.                    |                        |
| DEBT-COLL-FEE-CAP                                                                                                                                       | DEBT-COLL-FEE-CAP      |
| The maximum rate of collection that can be applied. Must be greater than .10 if entered.                                                                |                        |
| DEBT-INT-DED-MNTHS                                                                                                                                      | DEBT-IND-DED-MNTHS     |
| Indicates the number of months in repayment used in computing the 60-month period for reporting the 1098 interest deduction to the IRS.                 |                        |

## FILE MAINTENANCE

## TITLE

FISL Program Maintenance Screen (F130)

## PURPOSE

The FISL Program Maintenance Screen is used to update the school number, claim reason, and default date in the FISL Program Specification Record. All other fields on this screen are display only.

## PROGRAM

GDFLM130

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                                                                                                                      | REFERENCE               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| COMMAND                                                                                                                                                      | TRANSACTION ID          |
| Four-character Transaction ID.                                                                                                                               |                         |
| USERID                                                                                                                                                       | USER ID                 |
| Eight-character field containing the user ID of the signed-on user.                                                                                          |                         |
| DATE                                                                                                                                                         | CURRENT/SYSTEM DATE     |
| System date.                                                                                                                                                 |                         |
| TIME                                                                                                                                                         | CURRENT/SYSTEM TIME     |
| System time.                                                                                                                                                 |                         |
| FISL-ID                                                                                                                                                      | GDFLM130-COMM0001       |
| Identification of the debt. The first character is an F.                                                                                                     |                         |
| PRIMARY ACCOUNT NAME                                                                                                                                         | ACCT-NAME-FULL          |
| Last, first, and middle names of the debtor.                                                                                                                 |                         |
| FISL-SCHOOL-NBR                                                                                                                                              | FISLPGM-SCHOOL-NBR      |
| School identification number is a six-digit number assigned by OGSL to all qualified educational institutions in the federally insured student loan program. |                         |
| FISL-CLAIMING-LENDER                                                                                                                                         | FISLPGM-CLAIMING-LENDER |
| Lender Identification Number assigned by the Department of Education to all lending institutions participating in the Student Financial Aid Program.         |                         |

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                                                                                                                                 | REFERENCE                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>FISL-CLAIM-REASON</b><br><br>Reason code for the claim, as supplied by the lending institution filing the claim application.                                                         | FISLPGM-PRIOR-CLM-REASON  |
| <b>FISL-CLM-APPROVAL-DATE</b><br><br>Approval date; the date the claim is approved by the claim examiner for payment to the lender.                                                     | FISLPGM-CLM-APPROVAL-DATE |
| <b>FISL-DEFAULT-DATE</b><br><br>The date the borrower defaults to a lending institution. It is defined as the day following the next payment due date when the payment is not received. | FISLPGM-DEFAULT-DATE      |
| <b>FISL-WITHDRAWL-DATE</b><br><br>Ceased half-time study date; the date the student ceased half-time study.                                                                             | FISLPGM-WITHDRAWL-DATE    |
| <b>FISL-LENDER-APPLY-DATE</b><br><br>The date of the application from the lending institution; must be prior to Default Date and Withdrawal Date.                                       | FISLPGM-LENDER-APPLY-DATE |
| <b>FISL-ORIG-INT-RATE</b><br><br>The original interest rate that the borrower owes the government on a loan.                                                                            | FISLPGM-ORIG-INT-RATE     |
| <b>FISL-ORIG-DEBT-AMT</b><br><br>The payment amount agreed to by the borrower and the lender.                                                                                           | FISLPGM-COMMITMENT-AMT    |
| <b>FISL-LENDER-PRIN</b><br><br>The principal loan balance that has not been paid to the lending institution by the borrower.                                                            | FISLPGM-LENDER-PRIN       |
| <b>FISL-SUBS-GUAR-PRIN</b><br><br>The principal amount of the loan for which the government pays interest while the student attends school.                                             | FISLPGM-SUBS-GUAR-PRIN    |



## FILE MAINTENANCE

## TITLE

NDSL Program Maintenance Screen (F140)

## PURPOSE

The NDSL Program Maintenance Screen is used to update the fields on the NDSL program specific record.  
This screen has two pages.

## PROGRAM

GDFLM140

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                                                                                         | REFERENCE              |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------|
| COMMAND                                                                                                                         | TRANSACTION ID         |
| Four-character Transaction ID.                                                                                                  |                        |
| USERID                                                                                                                          | USER ID                |
| Eight-character field containing the user ID of the signed-on user.                                                             |                        |
| DATE                                                                                                                            | CURRENT/SYSTEM DATE    |
| System date.                                                                                                                    |                        |
| TIME                                                                                                                            | CURRENT/SYSTEM TIME    |
| System time.                                                                                                                    |                        |
| NDSL ID                                                                                                                         | GDFLM140-COMM0001      |
| The sixteen-character debt ID. The first character is an "N".                                                                   |                        |
| PRIMARY ACCOUNT NAME                                                                                                            | ACCT-NAME-FULL         |
| Last, first, and middle names of the debtor.                                                                                    |                        |
| NDSL-LOAN-TYPE                                                                                                                  | NDSLPGM-LOAN-TYPE      |
| The type of loan.                                                                                                               |                        |
| NDSL-ASGN-CLOS-FLG                                                                                                              | NDSLPGM-ASGN-CLOS-FLG  |
| The reason for an account being transferred to ED.                                                                              |                        |
| NDSL-STU-STATUS                                                                                                                 | NDSLPGM-STUDENT-STATUS |
| The two-letter Repayment Status of the student/loan at the time of school closure, and at the time of loading to the data base. |                        |

## APPENDIX C: IDD RECORD REPORT

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| ENGLISH NAME/DEFINITION                                                                                                         | REFERENCE                |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| NDSL-ACCELERATED-FLG                                                                                                            | NDSLPGM-ACCELERATED-FLG  |
| Indicates whether or not the payments on the debt have been accelerated.                                                        |                          |
| NDSL-LITIGATED-FLG                                                                                                              | NDSLPGM-LITIGATED-FLG    |
| Indicates whether or not the debt has been litigated.                                                                           |                          |
| NDSL-CNCL-DEFL-MONTHS                                                                                                           | NDSLPGM-CNCL-DEFL-MONTHS |
| The number of months since the loan was canceled or deferred.                                                                   |                          |
| NDSL-ORIG-INT-RATE                                                                                                              | NDSLPGM-ORIG-INT-RATE    |
| The original interest rate the borrower owes the government applied by the lender to the average principal balance of the loan. |                          |
| NDSL-INT-REPAID                                                                                                                 | NDSLPGM-INT-REPAID       |
| The total amount of interest repaid by the student.                                                                             |                          |
| NDSL-INT-CANCEL                                                                                                                 | NDSLPGM-INT-CANCEL       |
| The total amount of interest canceled by the lending institution resulting in a reduced interest amount.                        |                          |

---

## FILE MAINTENANCE

## TITLE

NDSL Program Maintenance Screen 2 (F140)

## PURPOSE

The NDSL Program Maintenance Screen 2 is used to update the fields on the NDSL program specific record.  
This screen has two pages.

## PROGRAM

GDFLM140

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                                                                                                                 | REFERENCE                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| COMMAND                                                                                                                                                 | TRANSACTION ID            |
| Four-character Transaction ID.                                                                                                                          |                           |
| USERID                                                                                                                                                  | USER ID                   |
| Eight-character field containing the user ID of the signed-on user.                                                                                     |                           |
| DATE                                                                                                                                                    | CURRENT/SYSTEM DATE       |
| System date.                                                                                                                                            |                           |
| TIME                                                                                                                                                    | CURRENT/SYSTEM TIME       |
| System time.                                                                                                                                            |                           |
| NDSL ID                                                                                                                                                 | GDFLM140-COMM0001         |
| The sixteen-character debt ID.                                                                                                                          |                           |
| PRIMARY ACCOUNT NAME                                                                                                                                    | ACCT-NAME-FULL            |
| Last, first, and middle names of the debtor.                                                                                                            |                           |
| NDSL-DEPARTURE-DATE                                                                                                                                     | NDSLPGM-DEPARTURE-DATE    |
| The date the student withdrew from school.                                                                                                              |                           |
| NDSL-LAST-GRA-PER-DATE                                                                                                                                  | NDSLPGM-LAST-GRA-PER-DATE |
| The end date of the last grace period after which the student must begin repayment.                                                                     |                           |
| NDSL-DEFAULT-DATE                                                                                                                                       | NDSLPGM-DEFAULT-DATE      |
| The date the borrower defaults to a lending institution. It is defined as the day following the next payment due date when the payment is not received. |                           |

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                              | REFERENCE                  |
|--------------------------------------------------------------------------------------|----------------------------|
| NDSL-CR-BUR-DATE                                                                     | NDSLPGM-CR-BUR-DATE        |
| The date the loan was referred to the credit bureau.                                 |                            |
| NDSL-ACCELERATED-DATE                                                                | NDSLPGM-ACCELERATED-DATE   |
| Loan acceleration date: the date when payments became accelerated.                   |                            |
| NDSL-LITIGATED-DATE                                                                  | NDSLPGM-LITIGATED-DATE     |
| The date on which the school received the court ordered judgment against the debtor. |                            |
| NDSL-CNCL-DEFL-FR-DT                                                                 | NDSLPGM-CNCL-DEFL-FR-DT    |
| The date from which the debt was either canceled or deferred.                        |                            |
| NDSL-CNCL-DEFL-TO-DT                                                                 | NDSLPGM-CNCL-DEFL-TO-DT    |
| The date to which the debt was either canceled or deferred.                          |                            |
| NDSL-CNCL-DEFL-END-DATE                                                              | NDSLPGM-CNCL-DEFL-END-DATE |
| The date ending the period of eligibility for the loan to be canceled or deferred.   |                            |
| NDSL-CERT-DATE                                                                       | NDSLPGM-CERT-DATE          |
| The date the Department of Education certified the claim.                            |                            |

## FILE MAINTENANCE

## TITLE

External Organization Maintenance (F150)

## PURPOSE

The External Organization Maintenance Screen is used to update and create address information for external organizations (Collection Agencies, Guaranty Agencies Federal Department, and Agencies, U.S. Attorneys, etc.).

## PROGRAM

GDFLM150

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                                                 | REFERENCE           |
|-----------------------------------------------------------------------------------------|---------------------|
| COMMAND                                                                                 | TRANSACTION ID      |
| Four-character Transaction ID.                                                          |                     |
| USERID                                                                                  | USER ID             |
| Eight-character field containing the user ID of the signed-on user.                     |                     |
| DATE                                                                                    | CURRENT/SYSTEM DATE |
| System date.                                                                            |                     |
| TIME                                                                                    | CURRENT/SYSTEM TIME |
| System time.                                                                            |                     |
| ORG ID                                                                                  | GDFLM150-COMM0001   |
| The name of the organization.                                                           |                     |
| ORG NAME                                                                                | EXT-ORGN-NAME       |
| Collection agency name.                                                                 |                     |
| LINE 1 OF ADDRESS                                                                       | EXT-LINE-1          |
| This is a group item that contains the information for first line of the address label. |                     |
| SECOND LINE                                                                             | EXT-LINE-2          |
| The second line of the address of the external organization.                            |                     |
| THIRD LINE                                                                              | EXT-LINE-3          |
| The third line of the address of the external organization.                             |                     |

## APPENDIX C: IDD RECORD REPORT

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| ENGLISH NAME/DEFINITION                                         | REFERENCE                        |
|-----------------------------------------------------------------|----------------------------------|
| CITY                                                            | EXT-CITY                         |
| Indicates the name of the city of the organization.             |                                  |
| STATE                                                           | EXT-STATE                        |
| The state code of the address.                                  |                                  |
| ZIP                                                             | EXT-ZIP-CODE-5<br>EXT-ZIP-CODE-4 |
| The nine digits of the zip code.                                |                                  |
| LOCAL PHONE                                                     | EXT-LOCAL-PHONE                  |
| The local telephone number for the subagency.                   |                                  |
| IN-STATE PHONE                                                  | EXT-INSTATE-PHONE                |
| The in-state telephone number of the external organization.     |                                  |
| OUT-OF-STATE PHONE                                              | EXT-OUTSTATE-PHONE               |
| The out-of-state telephone number of the external organization. |                                  |

---

## FILE MAINTENANCE

## TITLE

Account Consolidation (F160)

## PURPOSE

The Account Consolidation Screen is used to perform the following three functions:

Transfer a debt from one account to another account.

Terminate a comaker relationship.

Alter an Account Number.

## PROGRAM

GDFLM160

## SPECIAL NOTES

None.

## FIELDS:

ENGLISH NAME/DEFINITIONREFERENCE

## COMMAND

## TRANSACTION ID

Four-character Transaction ID.

## USERID

## USER ID

Eight-character field containing the user ID of the signed-on user.

## DATE

## CURRENT/SYSTEM DATE

System date.

## TIME

## CURRENT/SYSTEM TIME

System time.

## CURRENT ACCT NO

## GDFLM160A-COMM0008

Borrower's account number.

## ACTION

## GDFLM160A-COMM0001

Used to indicate if an SSN alteration is to be processed. This field is mandatory for an SSN alteration.

## NEW/RECEIVING ACCT NO

## GDFLM160A-COMM0009

Account ID of the new account (for an SSN alternation) or the receiving account (for a debt transfer). Ten characters: "S" or "E" followed by nine numbers.

## PRIMARY ACCOUNT NAME

## ACCT-NAME-FULL

Last, first, and middle names of the debtor.

## APPENDIX C: IDD RECORD REPORT

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| ENGLISH NAME/DEFINITION                                                         | REFERENCE           |
|---------------------------------------------------------------------------------|---------------------|
| MOVE                                                                            | GDFLM160A-COMM0002  |
| Used to indicate the action that will occur for the marked debt. One character. |                     |
| DEBT ID                                                                         | DEBT-ID-KEY         |
| The sixteen-character debt ID.                                                  |                     |
| STAT                                                                            | GDFLM160A-COMM0003  |
| A “C” indicates that the action was correctly completed.                        |                     |
| OTHER SIGNS                                                                     | GDFLM160A-COMM0004  |
| A “Y” indicates if there is one or more comaker for that particular debt.       |                     |
| PYMTS                                                                           | GDFLM160A- COMM0005 |
| A “Y” indicates if the debt is currently involved in payment activity.          |                     |
| IRS OFFSET                                                                      | GDFLM160A-COMM0006  |
| A “Y” indicates if the debt is involved in the IRS Offset process.              |                     |
| LETTER REQUEST                                                                  | GDFLM160A-COMM0007  |
| A “Y” indicates if the debt has any outstanding letter requests.                |                     |
| RELATION                                                                        | GDFLM160A-COMM0010  |
| Indicates if the debt is involved in a comaker relationship.                    |                     |

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## FILE MAINTENANCE

## TITLE

Comaker Function (F170)

## PURPOSE

The Comaker Function Screen is used to establish a comaker relationship with an existing or new account.

## PROGRAM

GDFLM170

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                            | REFERENCE           |
|--------------------------------------------------------------------|---------------------|
| COMMAND                                                            | TRANSACTION ID      |
| Four-character Transaction ID.                                     |                     |
| USERID                                                             | USER ID             |
| Eight-character field containing the userid of the signed-on user. |                     |
| DATE                                                               | CURRENT/SYSTEM DATE |
| System date.                                                       |                     |
| TIME                                                               | CURRENT/SYSTEM TIME |
| System time.                                                       |                     |
| COMAKER ACCT NO                                                    | GDFLM170A-COMM0001  |
| Account number of the comaker of the debt.                         |                     |
| DEBT ID                                                            | GDFLM170A-COMM0002  |
| The sixteen-character debt ID.                                     |                     |
| COMAKER NAME                                                       | ACCT-NAME-FULL      |
| The comaker's name. Display only.                                  |                     |
| ACCT OWNER NAME                                                    | ACCT-OWNER          |
| The five-character owner code, equivalent to old location code.    |                     |
| CURRENT BALANCE                                                    | GDFLM170A-CALC0001  |
| The account's current balance.                                     |                     |

## APPENDIX C: IDD RECORD REPORT

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| ENGLISH NAME/DEFINITION                                                | REFERENCE          |
|------------------------------------------------------------------------|--------------------|
| ACCT OWNER LOC CODE                                                    | DEBT-LOC-CODE      |
| Five-character location code of the debt.                              |                    |
| COMAKER PAYMENT ACTIVITY                                               | GDFLM170A-COMM0002 |
| Indicates whether or not the comaker has made payments on the account. |                    |
| LOC CODE                                                               | GDFLM170A-COMM0003 |
| The five-character location code of the account. Display only.         |                    |
| COMAKER LOC CODE                                                       | GDFLM170A-COMM0004 |
| The five-character location code of the account. Display only.         |                    |

## FILE MAINTENANCE

## TITLE

GSL Program Maintenance (F180)

## PURPOSE

The GSL Program Maintenance Screen is used to update the fields on the GSL program specific record. This screen has three pages.

## PROGRAM

GDFLM180

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                                                                                                                                                                                                           | REFERENCE                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| COMMAND                                                                                                                                                                                                                                           | TRANSACTION ID            |
| Four-character Transaction ID.                                                                                                                                                                                                                    |                           |
| USERID                                                                                                                                                                                                                                            | USER ID                   |
| Eight-character field containing the user ID of the signed-on user.                                                                                                                                                                               |                           |
| DATE                                                                                                                                                                                                                                              | CURRENT/SYSTEM DATE       |
| System date.                                                                                                                                                                                                                                      |                           |
| TIME                                                                                                                                                                                                                                              | CURRENT/SYSTEM TIME       |
| System time.                                                                                                                                                                                                                                      |                           |
| GSL ID                                                                                                                                                                                                                                            | GDFLM180A-COMM0001        |
| The sixteen-character debt ID.                                                                                                                                                                                                                    |                           |
| PRIMARY ACCOUNT NAME                                                                                                                                                                                                                              | ACCT-NAME-FULL            |
| Last, first, and middle names of the debtor.                                                                                                                                                                                                      |                           |
| GSL-ORIG-AGENCY                                                                                                                                                                                                                                   | GSLPGM-ORIG-AGENCY        |
| The identification of the original lending institution for cases in which lending institutions sell a loan to another lender when a student changes schools.<br>It can also be the identification of the Guaranty Agency that submitted the debt. |                           |
| GSL-LOAN-AMT-DISBURSED                                                                                                                                                                                                                            | GSLPGM-LOAN-AMT-DISBURSED |
| Loan amount disbursed to the student by the original lender.                                                                                                                                                                                      |                           |

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                                                                                                                                    | REFERENCE                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| GSL-AMT-GUARANTEED                                                                                                                                                                         | GSLPGM-GUARANTY-AMT       |
| The original loan guaranty amount before any cancellations.                                                                                                                                |                           |
| GSL-LENDER-PRIN                                                                                                                                                                            | GSLPGM-LENDER-PRIN        |
| The principal loan balance that has not been paid to the lending institution by the borrower.                                                                                              |                           |
| GSL-CAP-INT                                                                                                                                                                                | GSLPGM-CAP-INT            |
| The capitalized interest paid to the lender by the Guaranty Agency.                                                                                                                        |                           |
| GSL-INT-120                                                                                                                                                                                | GSLPGM-INT-120            |
| The capitalized interest paid to the lender by the Guaranty Agency.                                                                                                                        |                           |
| GSL-INTEREST-RATE                                                                                                                                                                          | GSLPGM-INTEREST-RATE      |
| The interest rate on the debt at the time of assignment to the Department of Education. This is the rate charged against the debtor.                                                       |                           |
| GSL-VAR-INT-ADDON-RATE                                                                                                                                                                     | GSLPGM-VAR-INT-ADDON-RATE |
| A component of the variable interest rate that is fixed for the full term of the loan. Added to the T-Bill value for a given year, it determines the variable interest rate for that year. |                           |
| GSL-INT-RATE-CAP                                                                                                                                                                           | GSLPGM-INT-RATE-CAP       |
| The highest interest rate that can be charged for a variable rate loan.                                                                                                                    |                           |
| GSL-SCHOOL-NBR                                                                                                                                                                             | GSLPGM-SCHOOL-NBR         |
| School identification number is a six-digit number assigned by OGSL to all qualified educational institutions in the federally insured student loan program.                               |                           |
| GSL-OPEID                                                                                                                                                                                  | GSLPGM-OPEID-CODE         |
| The valid OPE identification number, as reported to NSLDS, of the educational institution in which the student was enrolled or accepted at the time the loan was guaranteed.               |                           |

## FILE MAINTENANCE

## TITLE

GSL Program Maintenance 2 (F180)

## PURPOSE

The GSL Program Maintenance Screen 2 is used to update the fields on the GSL program specific record.  
This screen has three pages.

## PROGRAM

GDFLM180

## SPECIAL NOTES

None.

## FIELDS:

ENGLISH NAME/DEFINITIONREFERENCE

## COMMAND

## TRANSACTION ID

Four-character Transaction ID.

## USERID

## USER ID

Eight-character field containing the user ID of the signed-on user.

## DATE

## CURRENT/SYSTEM DATE

System date.

## TIME

## CURRENT/SYSTEM TIME

System time.

## GSL ID

## GDFLM180A-COMM0001

Identification of the debt.

## PRIMARY ACCOUNT NAME

## ACCT-NAME-FULL

Last, first, and middle names of the debtor.

## GSL-CLAIMING-LENDER

## GSLPGM-CLAIMING-LENDER

Lender Identification Number assigned by the Department of Education to all lending institutions participating in the Student Financial Aid Program.

## GSL-TYPE-OF-LOAN

## GSLPGM-TYPE-OF-LOAN

The type of the loan (Stafford, PLUS, Consolidated, or SLS).

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                                                                                                 | REFERENCE                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| GSL-SUBSIDIZED-IND                                                                                                                                      | GSLPGM-STAFF-TYPE           |
| Indicator of subsidy for Stafford loans.                                                                                                                |                             |
| S = Subsidized                                                                                                                                          |                             |
| N = Non-subsidized                                                                                                                                      |                             |
| U = Unsubsidized                                                                                                                                        |                             |
| GSL-PLUS-STUDENT-SSN                                                                                                                                    | GSLPGM-PLUS-STUDENT-SSN     |
| Student's Social Security Number.                                                                                                                       |                             |
| GSL-PLUS-STU-LAST-NAME                                                                                                                                  | GSLPGM-PLUS-STU-LAST-NAME   |
| The last name of the student receiving a PLUS loan.                                                                                                     |                             |
| GSL-PLUS-STU-FIRST-NAME                                                                                                                                 | GSLPGM-PLUS-STU-FIRST-NAME  |
| The first name of the student receiving a PLUS loan.                                                                                                    |                             |
| GSL-PLUS-STU-MIDDLE-NAME                                                                                                                                | GSLPGM-PLUS-STU-MIDDLE-NAME |
| The middle name of the student receiving a PLUS loan.                                                                                                   |                             |
| GSL-PLUS-STU-BIRTH-DATE                                                                                                                                 | GSLPGM-PLUS-STU-BIRTHDATE   |
| The date of birth of the student receiving a PLUS loan.                                                                                                 |                             |
| GSL-LOAN-GUARANTEE-DATE                                                                                                                                 | GSLPGM-LOAN-GUARANTEE-DATE  |
| Indicates the date (month and year) on which the guaranty agency issued the loan guarantee.                                                             |                             |
| GSL-FIRST-DISB-DATE                                                                                                                                     | GSLPGM-FIRST-DISB-DATE      |
| The date of the first disbursement by the lender.                                                                                                       |                             |
| GSL-LAST-DISB-DATE                                                                                                                                      | GSLPGM-LAST-DISB-DATE       |
| The date of the last disbursement by the lender.                                                                                                        |                             |
| DEFAULT DATE                                                                                                                                            | GSLPGM-DEFAULT-DATE         |
| The date the borrower defaults to a lending institution. It is defined as the day following the next payment due date when the payment is not received. |                             |

## FILE MAINTENANCE

## TITLE

GSL Program Maintenance 3 (F180)

## PURPOSE

The GSL Program Maintenance Screen 3 is used to update the fields on the GSL program specific record.  
This screen has three pages.

## PROGRAM

GDFLM180

## SPECIAL NOTES

None.

## FIELDS:

ENGLISH NAME/DEFINITIONREFERENCETRANSACTION ID

## COMMAND

Four-character Transaction ID.

## USERID

## USER ID

Eight-character field containing the user ID of the signed-on user.

## DATE

## CURRENT/SYSTEM DATE

System date.

## TIME

## CURRENT/SYSTEM TIME

System time.

## GSL ID

## GDFLM180A-COMM0001

Identification of the debt.

## PRIMARY ACCOUNT NAME

## ACCT-NAME-FULL

Last, first, and middle names of the debtor.

## GSL-WITHDRAWAL-DATE

GSLPGM-WITHDRAWAL-  
DATE

Ceased half-time study date; the date the student ceased half-time study.

## GSL-DATE-ENT-REPAY

GSLPGM-REPAYMENT-  
DATE

The date the loan entered repayment for cohort default rate purposes.

## GSL-CLAIM-PAY-DATE

GSLPGM-CLAIM-PAY-  
DATE

The date the Guaranty Agency paid the loan to the lender.

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                                                                                                                                                       | REFERENCE                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <p>GSL-CR-BUR-OCC-DATE</p> <p>The date the claim was paid to the lender. If the date claim was paid was prior to 10/01/85 and it was not reported to a credit bureau, then this field is set to 10/01/85.</p> | GSLPGM-CR-BUR-OCC-DATE     |
| <p>GSL-LITIG-INDICATOR</p> <p>Indicates if the Guaranty Agency submitted the account for litigation.</p>                                                                                                      | GSLPGM-LITIG-INDICATOR     |
| <p>GSL-JUDGEMENT-DATE</p> <p>Date that a court judgment was obtained for the loan.</p>                                                                                                                        | GSLPGM-JUDGEMENT-DATE      |
| <p>GSL-JUDGEMENT-EXP-DATE</p> <p>Expiration date of judgment made on the account by the Department of Justice.</p>                                                                                            | GSLPGM-JUDGEMENT-EXP-DATE  |
| <p>GSL-AMT-COLLECTED-BY-GA</p> <p>The total amount collected on this debt by the Guaranty Agency after payment of the claim.</p>                                                                              | GSLPGM-AMT-COLLECTED-BY-GA |
| <p>GSL-LAST-PMT-TO-GA-DATE</p> <p>The date of the last payment to the Guaranty Agency.</p>                                                                                                                    | GSLPGM-LAST-PMT-TO-GA-DATE |
| <p>GSL-ORIG-SOL-DATE</p> <p>The original statute of limitations date that sometimes is same as the date the account was first assigned for TOP offset certification.</p>                                      | GSLPGM-ORIG-SOL-DATE       |



## FILE MAINTENANCE

## TITLE

Account Add Screen (F190)

## PURPOSE

The Account Screen is used to add a new account to the system. It is used when a debt or debts must be moved from an existing account to an account number which is not on the system. After entering the new account information, the system transfers the user to the F160 Account Consolidation Screen to do the debt move.

## PROGRAM

GDFLM190

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                                                                                                                                                               | REFERENCE           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| COMMAND                                                                                                                                                                                               | TRANSACTION ID      |
| Four-character Transaction ID.                                                                                                                                                                        |                     |
| USERID                                                                                                                                                                                                | USER ID             |
| Eight-character field containing the userid of the signed-on user.                                                                                                                                    |                     |
| DATE                                                                                                                                                                                                  | CURRENT/SYSTEM DATE |
| System date.                                                                                                                                                                                          |                     |
| TIME                                                                                                                                                                                                  | CURRENT/SYSTEM TIME |
| System time.                                                                                                                                                                                          |                     |
| ACCOUNT NUMBER                                                                                                                                                                                        | GDFLM190A-COMM0001  |
| Borrower's account number.                                                                                                                                                                            |                     |
| ED REGION                                                                                                                                                                                             | GDFLM190A-COMM0002  |
| The region code.                                                                                                                                                                                      |                     |
| ACCOUNT OWNER                                                                                                                                                                                         | GDFLM190A-COMM0003  |
| The five-character owner code, equivalent to old location code. The two-letter prefix (ED or AG identifies the account owner; the three-digit suffix is the location code (account/status/collector). |                     |
| FIRST NAME                                                                                                                                                                                            | GDFLM190A-COMM0004  |
| The student's first name and middle initial.                                                                                                                                                          |                     |

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                             | REFERENCE          |
|-------------------------------------------------------------------------------------|--------------------|
| MIDDLE                                                                              | GDFLM190A-COMM0005 |
| Debtors middle initial.                                                             |                    |
| LAST NAME                                                                           | GDFLM190A-COMM0006 |
| The student's or account reference's last name.                                     |                    |
| PREV FIRST                                                                          | GDFLM190A-COMM0007 |
| The previous first name of the account, if one exists.                              |                    |
| PREV LAST                                                                           | GDFLM190A-COMM0008 |
| The previous last name of the account, if one exists.                               |                    |
| DATE OF BIRTH                                                                       | GDFLM190A-COMM0009 |
| The birth date of the individual owning the account.                                |                    |
| ADDRESS LINE 1                                                                      | GDFLM190A-COMM0010 |
| First line of the debtor's current address.                                         |                    |
| ADDRESS LINE 2                                                                      | GDFLM190A-COMM0011 |
| Second line of the debtor's current address.                                        |                    |
| CITY                                                                                | GDFLM190A-COMM0012 |
| Depending on the record, the city of the student or school.                         |                    |
| STATE                                                                               | GDFLM190A-COMM0013 |
| The state code of the address.                                                      |                    |
| ZIP                                                                                 | GDFLM190A-COMM0014 |
| The zip code for the account.                                                       |                    |
| DAY PHONE                                                                           | GDFLM190A-COMM0015 |
| Daytime telephone number, with the area code, of the individual owning the account. |                    |
| NIGHT PHONE                                                                         | GDFLM190A-COMM0016 |
| The debtor phone number, including area code.                                       |                    |

## FILE MAINTENANCE

## TITLE

Collector Name Add/Update Screen (F200)

## PURPOSE

The Collector Name Add/Update Screen allows users to create or revise collector name records. These records contain the region number, location code, collector number, and current collector name for collectors in Collection Agencies and ED regional offices. The user's security level determines access to screen functions. Every collector that works accounts must have a collector name record created through this screen before accounts can be assigned to him/her. Account assignment is established through the F210 Collector Alpha Assignment Edit Screen.

## PROGRAM

GDFLM200

## SPECIAL NOTES

None.

## FIELDS:

ENGLISH NAME/DEFINITIONREFERENCE

## COMMAND

## TRANSACTION ID

Four-character Transaction ID.

## USERID

## USER ID

Eight-character field containing the userid of the signed-on user.

## DATE

## CURRENT/SYSTEM DATE

System date.

## TIME

## CURRENT/SYSTEM TIME

System time.

## REGION

## GDFLM200A-COMM0001

ED geographical region.

## AGENCY IDENTIFICATION CODE

## GDFLM200A-COMM0002

The five-character location code.

## COLLECTOR NUM

## GDFLM200A-COMM0003

Collector number.

## COLLECTOR NAME

## GDFLM200A-COMM0004

Collector/Collection Agency name.

## APPENDIX C: IDD RECORD REPORT

---

| ENGLISH NAME/DEFINITION               | REFERENCE          |
|---------------------------------------|--------------------|
| OLD COLLECTOR NAME                    | GDFLM200A-COMM0005 |
| Old Collector/Collection Agency name. |                    |

## FILE MAINTENANCE

## TITLE

Collector Alpha Assignment Edit Screen (F210)

## PURPOSE

The Collector Alpha Assignment Screen is used to assign alphabetical ranges to the collectors working within a given collection agency or regional office. These ranges are used by other Debt Management and Collection System programs to assign accounts to the collectors according to the borrower's last name. When accessed by Collection Agency or ED regional users, the screen will display the existing set of Alpha Assignments for their collectors. In the screen no alpha assignments exist for the collectors. The collector names are displayed in numeric order by Collector Numbers.

## PROGRAM

GDFLM210

## SPECIAL NOTES

None.

## FIELDS:

ENGLISH NAME/DEFINITIONREFERENCE

## COMMAND

## TRANSACTION ID

Four-character Transaction ID.

## USERID

## USER ID

Eight-character field containing the user ID of the signed-on user.

## DATE

## CURRENT/SYSTEM DATE

System date.

## TIME

## CURRENT/SYSTEM TIME

System time.

## REGION

## GDFLM210A-COMM0001

ED geographical region.

## AGENCY

## GDFLM210A-COMM0001

The five-character location code.

## COLLECTOR NUM

## GDFLM210A-COMM0003

Collector number.

## COLLECTOR NAME

## GDFLM210A-COMM0004

Collector/Collection Agency name.

## APPENDIX C: IDD RECORD REPORT

---

| ENGLISH NAME/DEFINITION                                                                                                                                                                                                           | REFERENCE                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>LOW</b><br><br>Table 6 - used in an alpha test of student last name to locate the collector number and the name of the collector to which the student is assigned. This is the low range of names assigned to the collector.   | <b>STUDENT-LOW</b><br><b>GDFLM210A-COMM0005</b>  |
| <b>HIGH</b><br><br>Table 6 - used in an alpha test of student last name to locate the collector number and the name of the collector to which the student is assigned. This is the high range of names assigned to the collector. | <b>STUDENT-HIGH</b><br><b>GDFLM210A-COMM0006</b> |

## FILE MAINTENANCE

## TITLE

POVR Program Maintenance (F220)

## PURPOSE

GDFLM220 allows the user to maintain fields on the Program Overpayment (POVR) specific record screen.

## PROGRAM

GDFLM220

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                                       | REFERENCE                   |
|-------------------------------------------------------------------------------|-----------------------------|
| COMMAND                                                                       | TRANSACTION ID              |
| Four-character Transaction ID.                                                |                             |
| USERID                                                                        | USER ID                     |
| Eight-character field containing the user ID of the signed-on user.           |                             |
| DATE                                                                          | CURRENT/SYSTEM DATE         |
| System date.                                                                  |                             |
| TIME                                                                          | CURRENT/SYSTEM TIME         |
| System time.                                                                  |                             |
| POVR ID                                                                       | GDFLM220A-COMM0001          |
| The sixteen-character (LOAN) DEBT-ID.                                         |                             |
| POVR-TYPE-OF-POVR                                                             | POVRPGM-TYPE-OF-POVR        |
| Identifies the type of overpayment debt.                                      |                             |
| POVR-ACADEMIC-YEAR                                                            | POVRPGM-ACADEMIC-YEAR       |
| The academic year of the overpayment amount to be collected from the student. |                             |
| POVR-GRANT-AMT-DISBURSED                                                      | POVRPGM-GRANT-AMT-DISBURSED |
| The actual dollar amount of the grant.                                        |                             |
| POVR-OVERPAY-AMT                                                              | POVRPGM-OVERPAY-AMT         |
| The amount of overpayment to be collected from the student.                   |                             |

## APPENDIX C: IDD RECORD REPORT

---

| ENGLISH NAME/DEFINITION                                                                         | REFERENCE                    |
|-------------------------------------------------------------------------------------------------|------------------------------|
| POVR-INTEREST-RATE                                                                              | POVRPGM-INTEREST-RATE        |
| The dollar amount charged to interest that has been added to the account.                       |                              |
| POVR-CLAIM-REASON                                                                               | POVRPGM-CLAIM-REASON         |
| Reason code for the claim, as supplied by the lending institution filing the claim application. |                              |
| POVR-AMT-COLLECTED-BY-SCH                                                                       | POVRPGM-AMT-COLLECTED-BY-SCH |
| The dollar amount collected by the school for the Program Overpayment amount.                   |                              |
| AMOUNT COLLECTED BY ED                                                                          | POVRPGM-AMT-COLLECTED-BY-ED  |
| The dollar amount received for the overpayment by the Department of Education.                  |                              |
| POVR-LAST-PMT-TO-SCH-DATE                                                                       | POVRPGM-LAST-PMT-TO-SCH-DATE |
| The date of the last payment to the school for the Program Overpayment.                         |                              |

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## FILE MAINTENANCE

## TITLE

Federal Defaulter Name Mismatch (F230)

## PURPOSE

The Federal Defaulter Name Mismatch Screen is used by those responsible for the Federal Defaulter Subsystem to update the action flag in the FDP Name Mismatch file. This screen is used as part of the FDP Match Return Process.

## PROGRAMS

GDFLM330

GDFLM335

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                             | REFERENCE                     |
|---------------------------------------------------------------------|-------------------------------|
| COMMAND                                                             | TRANSACTION ID                |
| Four-character Transaction ID.                                      |                               |
| USERID                                                              | USER ID                       |
| Eight-character field containing the user ID of the signed-on user. |                               |
| DATE                                                                | CURRENT/SYSTEM DATE           |
| System date.                                                        |                               |
| TIME                                                                | CURRENT/SYSTEM TIME           |
| System time.                                                        |                               |
| ACCT NO                                                             | GDFLM230A-COMM0001            |
| The ten-character account ID.                                       |                               |
| AGENCY                                                              | GDFLM230A-COMM0002            |
| Indicates which Name Mismatch report the account came from:         |                               |
| “P” = Postal                                                        |                               |
| “D” = DOD                                                           |                               |
| ACTION CODE                                                         | FDP-NAME-MISMATCH-ACTION-CODE |
| “M” = Name Mismatch                                                 |                               |
| “B” = Bypass                                                        |                               |
| ED REGION                                                           | FDP-NAME-MISMATCH-ED-REGION   |
| Two-digit region ID                                                 |                               |

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                                                                  | REFERENCE                        |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| ACCOUNT OWNER                                                                                                            | FDP-NAME-MISMATCH-OWNER          |
| The five-character owner code.                                                                                           |                                  |
| ED BALANCE                                                                                                               | FDP-NAME-MISMATCH-ED-BALANCE     |
| Total amount owed on the account including principal, interest through the current date, and any other accumulated fees. |                                  |
| LAST PMT DATE                                                                                                            | FDP-NAME-MISMATCH-LAST-COLL-DATE |
| The last date on which the individual made a payment on a debt.                                                          |                                  |
| DATE                                                                                                                     | NOTEDATE-NOTEPAD-DATE            |
| The last notepad date entered on this account.                                                                           |                                  |
| USERID                                                                                                                   | NOTEPAD-SOURCE-CODE              |
| The user ID for the last notepad entered on the account.                                                                 |                                  |
| STATUS                                                                                                                   | FDPSTAT-STATUS                   |
| The current FDP status on this account.                                                                                  |                                  |
| DATE                                                                                                                     | FDPSTAT-STATUS-DATE              |
| The current FDP status date on this account.                                                                             |                                  |
| CURRENT NAME LAST                                                                                                        | ACCT-NAME-LAST                   |
| The last name of the debtor. 20 Alphanumeric characters.                                                                 |                                  |
| CURRENT NAME FIRST                                                                                                       | ACCT-NAME-FIRST                  |
| The first name of the debtor. 20 Alphanumeric characters.                                                                |                                  |
| CURRENT NAME M                                                                                                           | MIDDLE-INITIAL                   |
| The middle initial of the debtor. One character.                                                                         |                                  |
| USPS/DOD NAME                                                                                                            | NAME                             |
| The name from Postal or DOD match tape that did not match the name of the debtor in the system.                          |                                  |

## FILE MAINTENANCE

## TITLE

FDSL Program Maintenance Page 1 (F240)

## PURPOSE

The FDSL Program Maintenance Screen is used to update the fields on the FDSL program specific record.  
This screen has two pages.

## PROGRAM

GDFLM240

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                                                                                                                      | REFERENCE                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| COMMAND                                                                                                                                                      | TRANSACTION ID             |
| Four-character Transaction ID.                                                                                                                               |                            |
| USERID                                                                                                                                                       | USER ID                    |
| Eight-character field containing the user ID of the signed-on user.                                                                                          |                            |
| DATE                                                                                                                                                         | CURRENT/SYSTEM DATE        |
| System date.                                                                                                                                                 |                            |
| TIME                                                                                                                                                         | CURRENT/SYSTEM TIME        |
| System time.                                                                                                                                                 |                            |
| FDSL ID                                                                                                                                                      | GDFLM240A-COMM0001         |
| The sixteen-character debt ID.                                                                                                                               |                            |
| FDSL-ORG-SVR                                                                                                                                                 | FDSLPGM-ORIG-SERVICER      |
| The identification of the original lending institution for cases in which lending institutions sell a loan to another lender when a student changes schools. |                            |
| FDSL-SUB-SVR                                                                                                                                                 | FDSLPGM-SUB-SERVICER       |
| The identification of the submitting lending institution which has bought a loan from the original lending institution.                                      |                            |
| FDSL-LOAN-AMT-DISBURSED                                                                                                                                      | FDSLPGM-LOAN-AMT-DISBURSED |
| Loan amount disbursed to the student by the original lender.                                                                                                 |                            |

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                                                                                                           | REFERENCE                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| FDSL-LOAN-AMT-APPROVED                                                                                                                                            | FDSLPGM-AMT-LOAN-APPROVED  |
| The loan amounted approved by the original lender.                                                                                                                |                            |
| FDSL-CAP-INT                                                                                                                                                      | FDSLPGM-CAP-INT            |
| The capitalized interest paid to the lender by the servicer.                                                                                                      |                            |
| FDSL-INTEREST-RATE                                                                                                                                                | FDSLPGM-INTEREST-RATE      |
| The interest rate on the debt at the time of assignment to the Department of Education. This is the rate charged against the debtor.                              |                            |
| FDSL-VAR-INT-ADDON-RATE                                                                                                                                           | FDSLPGM-VAR-INT-ADDON-RATE |
| A component of the variable interest rate fixed for the entire life of the loan.<br>The value when added to the T-Bill rate gives the interest rate for the year. |                            |
| FDSL-INT-RATE-CAP                                                                                                                                                 | FDSLPGM-INT-RATE-CAP       |
| The highest interest rate that can be charged for the loan.                                                                                                       |                            |
| FDSL-SCHOOL-NBR                                                                                                                                                   | FDSLPGM-SCHOOL-NBR         |
| School identification number is a six-digit number assigned by FDSL to all qualified educational institutions in the federally insured student loan program.      |                            |
| FDSL-OPEID                                                                                                                                                        | FDSLPGM-OPEID-CODE         |
| The eight-digit OPE identification number, as reported to NSLDS, of the educational institution in which the student was enrolled.                                |                            |
| FDSL-TYPE-OF-LOAN                                                                                                                                                 | FDSLPGM-LOAN-TYPE          |
| The type of the loan (Stafford, PLUS, or Consolidated).                                                                                                           |                            |
| FDSL-SUBSIDIZED-IND                                                                                                                                               | FDSLPGM-STAFF-TYPE         |
| One character; must be "S" or "U" for loan type equal to "STAF"; space for loan type equal to "PLUS"; "S", "U", or "P" for loan type equal to "CONS".             |                            |

## FILE MAINTENANCE

## TITLE

FDSL Program Maintenance Page 2 (F240)

## PURPOSE

The FDSL Program Maintenance Screen is used to update the fields on the FDSL program specific record.  
This is the second page of the screen.

## PROGRAM

GDFLM442

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                             | REFERENCE                    |
|---------------------------------------------------------------------|------------------------------|
| COMMAND                                                             | TRANSACTION ID               |
| Four-character Transaction ID.                                      |                              |
| USERID                                                              | USER ID                      |
| Eight-character field containing the user ID of the signed-on user. |                              |
| DATE                                                                | CURRENT/SYSTEM DATE          |
| System date.                                                        |                              |
| TIME                                                                | CURRENT/SYSTEM TIME          |
| System time.                                                        |                              |
| FDSL ID                                                             | GDFLM240A-COMM0001           |
| Identification of the debt.                                         |                              |
| FDSL-PLUS-STUDENT-SSN                                               | FDSLPGM-PLUS-STUDENT-SSN     |
| Student's social security number.                                   |                              |
| FDSL-PLUS-STU-LAST-NAME                                             | FDSLPGM-PLUS-STU-LAST NAME   |
| The last name of the student receiving a PLUS loan.                 |                              |
| FDSL-PLUS-STU-FIRST-NAME                                            | FDSLPGM-PLUS- STU-FIRST-NAME |
| The last name of the student receiving a PLUS loan.                 |                              |
| FDSL-PLUS-STU-MIDDLE-NAME                                           | FDSLPGM-PLUS-STU-MIDDLE-NAME |
| The middle name of the student receiving a PLUS loan.               |                              |
| FDSL-PLUS-STU-BIRTH-DATE                                            | FDSLPGM-PLUS-STU-BIRTH-DATE  |
| The student date of birth.                                          |                              |

## APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION                                                                                                                                                         | REFERENCE                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| FDSL-FIRST-DISB-DATE                                                                                                                                                            | FDSLPGM-FIRST-DISB-DATE      |
| The date of the first disbursement by the lender.                                                                                                                               |                              |
| FDSL-LAST-DISB-DATE                                                                                                                                                             | FDSLPGM-LAST-DISB-DATE       |
| The date of the last disbursement by the lender.                                                                                                                                |                              |
| FDSL-DEFAULT-DATE                                                                                                                                                               | FDSLPGM-DEFAULT-DATE         |
| The date the borrower defaults to a lending institution. It is defined as the day following the next payment due date when the payment is not received.                         |                              |
| FDSL-DATE-ENT-REPAY                                                                                                                                                             | FDSLPGM-REPAYMENT-DATE       |
| Required for "STAF" type of loan. The first day after expiration of any grace period in which the repayment period begins or is scheduled to begin. Valid format is MM/DD/YYYY. |                              |
| FDSL-WITHDRAWAL-DATE                                                                                                                                                            | FDSLPGM-WITHDRAWAL-DATE      |
| Ceased half-time study date; the date the student ceased half-time study.                                                                                                       |                              |
| FDSL-LITIG-INDICATOR                                                                                                                                                            | FDSLPGM-LITIGATION-FLG       |
| Indicates if the servicer submitted the account for litigation.                                                                                                                 |                              |
| FDSL-JUDGEMENT-DATE                                                                                                                                                             | FDSLPGM-JUDGEMENT-DATE       |
| Date that a court judgement was obtained for the loan.                                                                                                                          |                              |
| FDSL-JUDGEMENT-EXP-DATE                                                                                                                                                         | FDSLPGM-JUDGEMENT-EXP-DATE   |
| Expiration date of judgement made on the account by the Department of Justice.                                                                                                  |                              |
| FDSL-AMT-COLLECTED-BY-SVR                                                                                                                                                       | FDSLPGM-AMT-COLLECTED-BY-SVR |
| The total amount collected on this debt by the servicer after payment of the claim.                                                                                             |                              |
| FDSL-LAST-PMT-TO-SVR                                                                                                                                                            | FDSLPGM-DATE-LAST-PMT-TO-SVR |
| The date of the last payment to the servicer.                                                                                                                                   |                              |

## FILE MAINTENANCE

## TITLE

Address Deletion Screen (F270)

## PURPOSE

The Address Deletion Screen is used to delete requested secondary address records from the DMCS data base.

## PROGRAM

GDFLM270

## SPECIAL NOTES

None.

## FIELDS:

| ENGLISH NAME/DEFINITION                                                          | REFERENCE                          |
|----------------------------------------------------------------------------------|------------------------------------|
| COMMAND                                                                          | TRANSACTION ID                     |
| Four-character Transaction ID.                                                   |                                    |
| USERID                                                                           | USER ID                            |
| Eight-character field containing the user ID of the signed-on user.              |                                    |
| DATE                                                                             | CURRENT/SYSTEM DATE                |
| System date.                                                                     |                                    |
| ACCOUNT NUMBER                                                                   | ACCT-NBR-KEY                       |
| Borrower's account number.                                                       |                                    |
| TIME                                                                             | CURRENT/SYSTEM TIME                |
| System time.                                                                     |                                    |
| PRIMARY ADDRESS                                                                  | ADDR-LINE-1<br>ADDR-LINE-2         |
| First and second lines of the address (not eligible for deletion).               |                                    |
| CITY                                                                             | ADDR-CITY                          |
| City address.                                                                    |                                    |
| ST/ZIP                                                                           | ADDR-ZIP-CODE-4<br>ADDR-ZIP-CODE-5 |
| State code and ZIP of the address.                                               |                                    |
| ADDRSRC                                                                          | ADDR-SOURCE                        |
| Indicates whether a particular program may override an existing student address. |                                    |

## APPENDIX C: IDD RECORD REPORT

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| ENGLISH NAME/DEFINITION                                                      | REFERENCE         |
|------------------------------------------------------------------------------|-------------------|
| ADDRSTA<br><br>A flag indicating the delivery status of the account address. | ADDR- STATUS      |
| CHG DATE<br><br>Date the address was added or changed.                       | ADDR-ADDRESS-DATE |